



## EMIS LV Introduction to Sunquest ICE System and User Manual





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### AN INTRODUCTION TO SUNQUEST ICE

Sunquest ICE is a comprehensive electronic pathology test-requesting system. The system enables pathology requests to be made from wards, clinics and most importantly for use in GP surgeries. In addition to this it allows GPs access to pathology and radiology results held by the hospital, including results not requested by GPs. Furthermore the system keeps an electronic record in a patient's notes, giving full accountability.

The system employs rules to ensure only appropriate requests are made and full information is available to the lab. It is able to interface with all LIMS (Laboratory Information Management System) currently used by UHSM. The system caters for clinics and phlebotomists as well as all specialties.

Most importantly it can provide for the trust a region-wide pathology network leading, in time, with the implementation of the NPfIT, to a nationwide network. This means that with the functioning of Sunquest ICE the care provided for the patient by the health-care worker is dramatically increased.



### How To Make A Request in Consultation Mode

**NHS Foundation Trust** 

1) Log into EMIS LV to access the screen below.



- Now either click on CM Consultation Mode or type CM on your 2) keyboard.
- 3) The following screen will be displayed:-

| 21.5.2008   | G.P.Surgery<br>D: *RL113 bj cab ref  | Miss   | Patricia Wallwork  | ISmear done<br>JFlu jab giv<br>KKid URTI   |
|---|--|--|--|--|
| 12.6.2008   | <ul> <li>Rapid Surgery</li> <li>E: Pill Teach</li> <li>S: No Hx of contraindicat<br/>Migraine/Reactions</li> <li>O: Generally well in self</li> <li>P: 3 or 12 hr rule explai<br/>ABS risk , Side effect<br/>leg/chest pain see GP.</li> </ul> | S<br>ions, DVT/Focal<br>ned, Missed pill/ D&V<br>s discussed . Stop if                         | ISTER NICOLA MILNE   | L Vir URTI<br>M Missing?<br>N D & V<br>O Conju<br>P Wax<br>R LBP<br>T UTI<br>U<br>V Ref PN<br>W Ref Physio |
| Problem title<br>History<br>Examination<br>Medication<br>Referral | Template entry<br>pr Otocols<br>Follow up<br>Xray/lab requests<br>Lab results  | Comment/explanation<br>Additional<br>Date/doctor/place<br>View sections<br>I ndividual Problem | Summary<br>Brief summary<br>Next problem<br>Mentor ?<br>Quick keys | X Word P<br>Y Warning<br>Z Advice  |
| Network link  | NUM Tue 17 Jun 2008 14:48  | PBW-Dr Paul Wright   |  |  |
| Draw • 😡 AutoShapes •<br>Slide 7 of 7                             | <ul> <li>Course</li> <li>Course</li> <li>Clouds</li> </ul>   | A - ≡ ≕ ≓ ■ @  |  | _  |

Now click on X-ray/lab requests or type X on your keyboard. 4)



5) The following screen will be displayed:-

| D<br>E ♥<br>F №<br>G Me<br>H №<br>I Sn<br>J F i   | Ref & Rev<br>Exception<br>o Flu Jab<br>ed 3<br>o Smear<br>mear done<br>lu jab giv |
|---|---|
| F NG<br>G Me<br>H NG<br>I Sn<br>J F   | o Flu Jab<br>ed 3<br>o Smear<br>mear done<br>lu jab giv                           |
| G Me<br>H N<br>J F i  | ed 3<br>o Smear<br>mear done<br>lu jab giv  |
| u de la companya de  | o Smear<br>mear done<br>lu jab giv  |
| I SA<br>J F   | mear done<br>lu jab giv   |
| 1 F   | lu jab giv  |
|   |   |
| KK  | 1d URTI   |
| LV  | ir URTI   |
| M Mi  | issing?   |
| N D   | & V   |
| 000   | onju  |
| P Wa  | a×  |
| R LE  | BP  |
| TUT   | TI  |
| U   |   |
| VRe   | ef PN   |
| WRG   | ef Physic   |
| ×wo   | ord P   |
| Y W3  | arning  |
| 2 40  | uvice   |
|   |   |
|   |   |
| Do you wish to make an Online Test Order 2 (X/N) ·  | Enter No  |
| to you wish to make an online rest of der : (1/4) .   | · • •   |
| Natural Ed. NUM Tur 17 ton 2009 14 Ed. Option 2009 |   |
| reconstruction and the second and the se  |   |
|   |   |
| Side 9 of 9 Clouds  |   |

6) Next type **Y** on your keyboard to request a test.

Note: you may at this point be required to put a password in to get to *ICE*-

#### 6a) If request highlight "Manchester Royal Infirmary" and press <ENTER>

7) The system will now take you to Sunquest ICE and the following screen will appear:-



Note: at this screen you will see a history of past investigations.



8) Now select a test by clicking in a box ... we are going to select a **Full Blood Count**, see below:-

| Collections  | Biochem\Haem Reg                          | uest Microbiology I                 | Request Immunology   |
|--------------|---|-------------------------------------|--|
| em/Biochem   |   |                                     | KEY  |
| n routine    |   |                                     |  |
| nditions and | Biochemistry                              | E SHOG                              | 🗖 Urine 24 Hr Protein 🗕  |
| ieases       | Urea and Electrolytes (Rena               | l) 🔽 Thyroid Function               | Parathyroid hormone (PTH)  |
| arch         | Liver panel                               | 🗖 ЦН / ЕЅН                          | Haematology  |
| 0101         | 🗌 Aspartate transaminase                  | C Oestradiol                        | Full Blood Count   |
| e            | E Bone Panel                              | Progesterone                        | ESR  |
| Default      | 🔲 lipid Panel                             | Prolactin                           | Anticoagulant Control  |
| Panel        | Cholesterol                               | Testosterone                        | Coagulation Screen   |
|              | 🔲 Gamma GT- GGT                           | Carbamazepine                       | 🔲 Se2 m B12  |
|              | C 25-OH Vitamin D                         | Phenytoin                           | Serum Folate   |
|              | Tiron / Iron %                            | Valproate                           | E Ferritin   |
|              | C Urate                                   | Digoxin                             | 🔲 Red Cell Folate  |
|              | CK- Creatine kinase                       | Lithium                             | Sickle Cell/Thal Scrn  |
|              |   | C-reactive protein (CRP)            | 🗖 Paul Bunnell Test  |
|              | Glucose                                   | Urine Renal Panel                   | Pl. viscoscity   |
|              | E HbA1r                                   | Ilrine Microalhuminuria             | FRC with Malarial Parasites  |
|              | $\downarrow$ Most recent requests made f  | or this patient:<br>To view records | To view all requests for this patient, <u>click here</u><br>of the tests on this panel only made for this patient, <u>click here</u> |
|              | Requested                                 | Investigations                      | Priority Loc Ordered Statu   |
|              | 10 Mar 2010 15:05:15 ESR                  |                                     | Normal GPDM G8706579 REQ   |
|              | 10 Mar 2010 14:50:00 Femilin              |                                     | Normal GPDM G8706579 REQ   |
|              | 10 Mar 2010 14:50:00 Albumin, Creatinine  |                                     | Normal GPDM G8706579 REQ   |
| Continue     | 10 Mar 2010 14:48:02 Full Blood Count     | /                                   | Normal GPDM G8706579 REQ   |
| with request | 10 Mar 2010 14:40:41 Fernitin, Serum Fold | te                                  | Normal GPDM G8706579 REQ   |

8.1) Some tests require further information; when you click on them a pop-up box will be opened, see below:-



8.2) And some tests will initiate a different type of pop-up box, see below:-

| Acute ICII screen   |   |   |
|---|---|---|
| abdominal pani<br>abdominal pani<br>Acute lymphoblecit Leukaemia<br>Acute hydoló Leukaemia<br>Alcohal abuse<br>anomina/tired/malaise/pale<br>angina<br>arthritis<br>arthritis<br>Atriiol fibrillation | 2 |   |
|   |   | 0 |

- 8.3) Select the appropriate tests in this pop-up box by holding down the **Ctrl** key and clicking each one.
- 8.4) Then click **OK**.



9) When you have finished your selections click on the green **Continue with Request** button:-



Note: you may have to scroll down to see the Request button.

10) You will now see the screen below:-



- 11) If you are a GP your name will be populated in the **Requesting Consultant/GP** box.
  - 14.1 If you are a **locum GP** and do not have your own log-in, use the regular GP's name.
  - 14.2) If you are a member of staff, you will need to select the GP's name.
- 12) Make sure the correct practice is in the **Location** box.
- 13) You now need to decide whether the samples are to be sent immediately to the laboratory or at a future date as this dictates which labels will be printed.



- 13.1) So, for samples that are to be collected immediately and sent to the lab, click the **Collect Now** radio button. This will produce labels with the present date and time on.
- 13.2) And for samples that are to be taken at a later date, or brought in by the patient, click the **Collect later** radio button. This option will produce labels without a sample date; the date can be written by hand when the sample is taken. (go to 20)
- 14) Clicking in the **I want to fill out specimen details later** tick box will store the test request in EMIS as a reminder that the test needs doing. (go to 24)
- 15) Now click on Accept Request.
- 16) Now type in the appropriate details in the **Global Clinical Details** box, click on **OK**.

(Please ignore displayed discipline-clinical details will be populated for all disciplines)



17) If the following **Print** screen will appear.



Central Manchester University Hospitals

NHS Foundation Trust

## Directorate of Laboratory Medicine

|            | OTO THEIR OF NOUS, DISCOUP, I REPORT OF | TOTAL THE THE STOR   | USAT UTOTALIOD TAL        |
|------------|---|--|---------------------------|
| Services   |   |  | Powered ICE               |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   | Your request is being processed  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   | Proceed  |                           |
|            |   | IMPORTANT: Ensure that the order has been printed,   |                           |
|            |   | before pressing redeced bacton   |                           |
|            |   | Reprint  |                           |
|            |   | experienced printer problems on the automatic print) then  |                           |
|            |   | click on the 'Reprint' button to get another print before  |                           |
|            |   | proceeding.  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
|            |   |  |                           |
| Done       |   |  | Internet                  |
| and a      |   |  |                           |
| /scare 😕 ( | EMUS LV Brok                            | wser view Documenci - racrosoft   Documenci - racrosof | Z 🧷 🐙 🙇 🧭 🤻 🕲 🕎 👯 🔽 15:20 |

18) Your specimen labels will now be printed from the screen below:-

# *Note:* **you may need to click the Proceed button for each test order. (use the reprint if labels do not print correctly)**

- 19) Click the Proceed button again to exit.
- 20) Your request(s) will now be logged in EMIS.



### How To Make A Request in Medical Record Mode

1) Log into EMIS LV to access the screen below.

| HOTOLOT DE THER MILLURGET OTO MILLIDION HOLD   | Diabary nanonesee inge of years of   | Provincing  |
|--|--|---|
| Didsbury Medical Centre  | [25 EDI]4 Emails   | B   |
| Didsbury Medical Centre         RP       Registration Details         RD       Registration Status         PR       Prescribing         MR       Medical Record         CM       Consultation Mode         AP       Appointments         PN       Practice notes         SP       Summary Printout         CC       Community Care         ME       Use Mentor         RF       Patient Referrals         EA       Emis Access | L25 EU1/4 Emails     L3       ST Search & Statistics     DS Dispensing       WP Word Processing     WP Word Processing       GP GP-Links     D       DD Clinical EDI     MS Screen messages       CU Change Current User     CD       CD Close Down     CO       CO Communications menu     QP       Query processor     AO       Advanced options     RI       Medication Requests     WF       WF Workflow Manager | D E F G H I J K L M N O P R T U V W                         |
| Select option III 15:21 Term   | 518Job 36 (MW) V5.2  | X<br>Y<br>Z<br>Yes No<br>K<br>S<br>S<br>M<br>V<br>I<br>5:21 |

- 2) Now either click on **MR Medical Record** or type **MR** on your keyboard.
- 3) The following screen will appear:-

| NO.0020. DE PALK W  | ILCANCE, 015 WILLISTON HOUL  | property nanonese                             | C AGE OF YEARS OF                         | PIN              |
|---|--|---|---|------------------|
| Clinical Records  |  |   | 4 Emails                                  | D                |
| A Add X All no<br>V Values I Immu<br>H Health T Temp  | n-values C Consultations<br>inisations M Medications<br>plates F Forms & Admin | P Problems<br>N Investigations<br>B Allergies | J IOS Claims<br>L Patient Notes<br>Q More | E<br>F<br>G<br>H |
| Active Problems   | Patient registration data  | verified                                      | 16.2.2010                                 | к<br>I           |
| Significant past  | ·  |   |   | L<br>M           |
| Allergies/reaction  | to Prednisolone, to Penic  | illins  |   | N<br>O           |
| Weight  | : Wt. 90.00 Kg   |   | 10.5.2005                                 | R<br>T           |
| Body Mass Index   | : B.M.I. 26.3  |   | 10.5.2005                                 | U                |
| Ideal Weight<br>BP  | : Ideal Wt. 78.7 Kg<br>: 128/76 mm Hg  |   | 6.1.2010<br>6.1.2010                      | W                |
| Smoking<br>Smoking cessatio   | : Never smoked tobacc  | :0  | 28.1.2010                                 | Y                |
| Alcohol   | Alcohol 26 units/we  | ek  | 27.4.2009                                 | 2                |
| Diet  | : weight reducing die  | :C  | 21.7.2006                                 | Enter            |
| Select Option, <f4< td=""><td>&gt; find code, <tab> group pr</tab></td><td>oblem list :</td><td><pgkeys></pgkeys></td><td>Yes No</td></f4<> | > find code, <tab> group pr</tab>  | oblem list :                                  | <pgkeys></pgkeys>                         | Yes No           |
| Invalid card session  | NUM Wed 10 Mar 2010 15:21 M  | W-Dr M J Whitaker                             |   |                  |
| 🥂 Start 🧾 🕑 😿 🕑  🗮 LV   | S.2 Emis Server Document1 - Microsoft  |   | 2 :                                       | 🔍 🧐 🛃 🔀 🔽 15:21  |

- 4) Next click on **N Investigations** or type **N** on your keyboard.
- 5) The following screen will appear:-



| Pathology Display G   | roups          |  | 1                  | 4 Emails 🖭  | B  |
|---|----------------|--|--------------------|---|--|
| N New Inbox reports<br>S Investigation summary  | C              | Configure display ç<br>≷ Online Test Reque | groups<br>sts      |   | E<br>F<br>G  |
| Title   |                |  |                    | Data/Type   | H<br>I<br>J  |
| Pathology & Radio     Personal Informat     Biochemistry     Haematology     Blood Pressure     Immunology     Radiology     None grouped resu     diabetic | logy ED<br>ion | 01 results                                 |                    | Data<br>Data<br>Directory<br>Directory<br>Data<br>Directory<br>No data<br>Data<br>Directory | K<br>L<br>M<br>N<br>O<br>P<br>R<br>R<br>T<br>U<br>V<br>V<br>W<br>X<br>Y<br>Z |
| Invalid card session  | NUM            | Wed 10 Mar 2010 15:22                      | MW-Dr M J Whitaker |   |  |

- 6) Now click **R Online Test Requests** or type **R** on your keyboard.
- 7) The following screen will be displayed:-

| On Line Test Ordering 4   | Emails 📴 🖁  |
|---|---|
| A New Test Order S Sample Now B View Order Info<br>U Update Order F Full Sample Queue R Patient Requests<br>P Patient Report T Patient Report List L Location Report List | D Test Details<br>C Configuration<br>M Move Order |
| Req Date Stat Date Code Description Requestor Batch Stat  | No.in batch                                       |
| REQUESTS  | L L   |
| 10.03.2010 10.03.2010 Urea and Electrolyte MW Requested SAMPLED   | 1 0<br>P  |
| COMPLETE  | T U   |
| 10.03.2010 10.03.2010 ESR MW Fully Complete   | 2 1   |
| 10.03.2010 10.03.2010 Albumin MW Fully Complete   | e 2 W   |
| 10.03.2010 10.03.2010 Ferritin MW Fully Complete  | a 1 💍   |
| 10.03.2010 10.03.2010 Creatinine MW Fully Complete  | 2 7   |
| 10.03.2010 10.03.2010 Full Blood Count MW Fully Complete  | e 1   |
| 10.03.2010 10.03.2010 Aspartate transamina MW Fully Complete  | 2 5   |
| 10.03.2010 10.03.2010 Ferritin MW [Page 1 of 5 Pgt  | Jp/PgDn]  |
|   | 4 >   |
| Invalid card session NUM Wed 10 Mar 2010 15:22 MW-Dr M J Whitaker   |   |
| 🐮 Start 🍙 😥 👿 💿 📲 LVS.2 Emis Server 🖉 Document 1 - Microsoft  | 🕐 🐔 🧠 🏶 👫 😯 15:22                                 |

8) Next select **A New Test** Order or type **A** on your keyboard.

*Note: you may at this point be required to put a password in to get to ICE.* 

9) From here, follow **Steps 7 to 22** in **Consultation Mode**.



### How To Complete a previously stored request in MR

- 1) Choose MR
- 2) Click N then R
- 3) The following Screen appears (List of tests previously requested tests)

| 🖬 ICE manual LV April 2011. doc - Microsoft Word   |                     | <b>- - X</b>                    |
|--|---------------------|---------------------------------|
| LV for Windows (C) 2001 EMIS   |                     |                                 |
| File Edit View Macros Settings Favourites Help   |                     |                                 |
| 🛗 Modules 👷 🔂 🗓 🖻 🛱 📾 🚿 🍐 ½ 📍 📟 😫  |                     | ⊗ ← 🤋 🛄                         |
| nGMS Registers : 0 Alerts: 0 EDI: 0  | PN: 29 Email: 0     | Repeats Req: 0                  |
| No.21288. Mr Eight Editestpatient, 5 Any Street Dummyville Age                               | 39 years HMB        | MR                              |
| On Line Test Ordering  |                     | D                               |
| A New Test Order S Sample Now B View Order Info  | D Test Details      | E                               |
| U Undate Order F Full Sample Queue R Patient Requests  | C Configuration     | F                               |
| P Patient Report T Patient Report List L Location Report List                                | M Move Order        | G                               |
|  |                     | Т                               |
| Req Date Stat Date Code Description Requestor Batch Stat                                     | No.in batch         | 3                               |
|  |                     | к                               |
| REQUESTS   | ÷.                  | L                               |
| CONTROL ADDRESS.   |                     | N                               |
| SAMPLED  |                     | 0                               |
|  |                     | Р                               |
| COMPLETE   |                     | R                               |
| 12 04 2011 12 04 2011 Marigalla Zagtar Jau Hakaawa Fully Complet                             | o 1                 | 1                               |
| 12.04.2011 13.04.2011 Valicella Zostel Acu onknown Fully Complet                             |                     | v                               |
| 13.04.2011 13.04.2011 ULINE MICROADUMINAL ORKNOWN Fully Complet                              |                     | W                               |
| 13.04.2011 13.04.2011 EUR Onknown Fully Complet  |                     | ×                               |
| 13.04.2011 13.04.2011 Urea and Electrolyte Unknown Fully Complete                            | e 1                 | Y                               |
| 13.04.2011 13.04.2011 Bone Panel Unknown Fully Complet                                       | e 4                 | 2                               |
| 13.04.2011 13.04.2011 FBC with Malarial Pa Unknown Fully Complet                             | e 1                 |                                 |
| 13.04.2011 13.04.2011 Carbamazepine Unknown[Page 1 of 2 Pg                                   | Up/PgDn] 🕇          | Enter                           |
|  |                     | Yes No                          |
|  |                     |                                 |
| Network link NUM Wed IS Apr 2011 10.33 MMU- martina Cunningham                               |                     |                                 |
| Start Start LASH DRIVE (E:) Microsoft Excel - B 2 Microsoft Outlook U ICE manual LV April LV | 5.2 Emis Server 🤇 🧲 | <b>P E (</b> ) <b>M E</b> 10:39 |

4) Highlight request required (pick one if there are multiple) and chose S (sample now)

5) If there are requests from multiple disciplines the following appears. (Double click thee discipline)



Central Manchester University Hospitals

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### **Directorate of Laboratory Medicine**

| http://10.16                 | 5.192.220 - Pending Requests     | - Microsoft Inte   | met Explorer            |               |                       |                                   |                | alo x              |
|------------------------------|----------------------------------|--------------------|-------------------------|---------------|-----------------------|-----------------------------------|----------------|--------------------|
| Patient Name:                | Mr Eight Editestpatient          | Hospital No.:      | ICE5450                 | Sex:          | Male                  |                                   | DID            | SELECY A           |
| Date of Birth:               | 12 March 1972                    | NHS no:            | 999 999 9530            |               |                       |                                   | a 7            |                    |
| Address:                     | 5 Any Street, Dummyville, EX     | 2 1AA              |                         | Telephone No: |                       |                                   | User: PI       | 84678M2            |
| <ul> <li>Services</li> </ul> |                                  |                    |                         |               |                       |                                   | Powered        | ICE                |
| Pending Requ                 | iests:                           |                    |                         |               |                       |                                   |                |                    |
| Date/Time Re                 | quested Investigations (Re       | equest Comments.   | Clinical Details)       | NBIS No.      | Patient               | Address                           | Loc Ordered By | Status             |
| 21/Ap+/2010                  | 13:56 C - Ault Blood Count       |                    |                         | 9999999530    | Editestpatient, Eight | 5 Any Street, Dummyville, EX2 1AA | OPDM P84678M2  | POS                |
| 21/Apr/2010                  | 13:56 B - Jone Fanel / H - Liver | panel / UE - Una a | nd Electrolytes (Aenal) | 9999999530    | Editestpatient, Eight | 5 Any Street, Dummyville, EX2 1AA | OPDM P84678M2  | POS                |
|                              |                                  |                    |                         |               |                       |                                   |                |                    |
| << Previ                     | ous Reae                         |                    |                         |               |                       | Found New Hardware                | Next Pag       | e >><br>age 1 of 1 |

### 6) The following appears – click accept request. The labels will print

| EMIS OnLine Test Request I                                       | ntegration                         |                 |   |             |
|--|------------------------------------|-----------------|---|-------------|
| Patient Name: Mr Michael Mouse<br>Date of Birth: 01 January 1965 | Hospital No.:<br>NHS no:           | ICE4963         | Sex: Male                                     |             |
| Address: Ashcroit Surgery  | 803 Stockport Road, Levensnuime, M | nancnester, M19 | relephone No:                                 | Powered C C |
|  |                                    |                 |   | - by ICL    |
| General Details  |                                    |                 | Biochemistry Tests in this order: Cholesterol |             |
| Username:  | G8032654                           |                 |   |             |
| Requesting Consultant / GP:                                      | DR AC FRAME (G8032654)             |                 | Collect now                                   |             |
| Location:<br>Clinical Details:                                   | ASHCROFT SURGERY                   |                 | Collect tomorrow                              |             |
| Priority:  | Normal                             |                 | C Collect later                               |             |
| Telephone Results:   | No                                 |                 |   |             |
| ICEMail Results:<br>Category:                                    | No<br>NHS                          |                 | Accept Request                                |             |
| Sample Containers Required                                       | : 1 x Vacutainer yellow top        |                 |   |             |
| Additional Information   | tion                               |                 |   |             |
| Examination(s) Re  | quested                            |                 |   |             |
| Cholesterol  |                                    |                 |   |             |
|  |                                    |                 |   |             |
|  |                                    |                 |   |             |
|  |                                    |                 |   |             |
|  |                                    |                 |   |             |
|  |                                    |                 |   |             |

7) The action will then be filed in EMIS



8) If outstanding test remain repeat as per (4)

![](_page_13_Picture_0.jpeg)

# How to Complete a previously stored request in Consultation Mode (PCS ONLY)

- 1) Open a consultation (CM)
- 2) Double Click the "icon" with the previously ordered tests
- 3) Drop down the services tab

| 🗿 http://10.165.192.220 - Pending Requests - Microsoft Internet Explorer |  |                          |                         |               |  |                     |  |
|--|--|--------------------------|-------------------------|---------------|--|---------------------|--|
| Patient Name:<br>Date of Birth:  | Mr Eight Editestpatient<br>12 March 1972 | Hespital No.:<br>NHS no: | ICE5450<br>999 999 9530 | Sex: Male     |  | DIDSBURY<br>MEDICAL |  |
| Address:   | 5 Any Street, Dummyville,                | EX2 1AA                  |                         | Telephone No: |  | User:P84678M2       |  |
| ▼ Sendor   |  |                          |                         |               |  |                     |  |
| Pending Rec  | juests:                                  |                          |                         |               |  |                     |  |

- 4) Choose "update order"
- 5) The following screen will open (add any additional requirements)

| dress: 6       | 45 Wilmslow Road, Dids     | ibury, Manchester, M20 68A | Telephone No     | × 445 3731                |                               |                                   |                  | Usera                                  | G87065             |
|----------------|----------------------------|----------------------------|------------------|---------------------------|-------------------------------|-----------------------------------|------------------|--|--------------------|
| Services       |                            |                            |                  |                           |                               |                                   |                  | Powere                                 | #IC                |
| GP Collections | Bi                         | ochem\Haem Request         |                  | Microbiology Request      |                               | Imn                               | nunolo           | 9¥                                     |                    |
| iaem/Biochen   | 0                          |                            |                  |                           |                               |                                   |                  |  | KEY                |
| lon routine    | Rischemistry               |                            |                  |                           | Urine 24                      | Hr Protein                        |                  |  |                    |
| onditions and  | Urca and Ele               | ctrolytes (Renal)          | Thyroid Function | n                         | E Parathyr                    | aid hormone                       | (ртн             | ,                                      |                    |
| Liver papel    |                            | T IN / ESH                 |                  | Haematology               |                               |                                   |                  |  |                    |
| earch          | C Aspartate tra            | ansaminase                 | Destradio        |                           | Full Blog                     | d Count                           |                  |  |                    |
|                | Bone Panel                 |                            | Progesterone     |                           | ESR                           |                                   |                  |  |                    |
| Set as         | Iipid Panel                |                            | Prolactin        |                           | C Anticoag                    | ulant Contro                      |                  |  |                    |
| Panel          | Cholesterol                |                            | Testosterone     | Testosterone              |                               | Coagulation Screen                |                  |  |                    |
|                | Gamma GT- (                | GGT                        | Carbamazepine    |                           | Serum B                       | 2                                 |                  |  |                    |
|                | 25-OH Vitami               | in D                       | Phenytoin        |                           | Serum Fe                      | olate                             |                  |  |                    |
|                | T Iren / Iren 9            |                            | Valproate        |                           | E Ferritin                    |                                   |                  |  |                    |
|                | C Urate                    |                            | Digoxin          |                           | Red Cell                      | Folate                            |                  |  |                    |
|                | CK- Creatine kinase        |                            | Lithium          |                           | Sickle Cell/Thal Scrn         |                                   |                  |  |                    |
|                |                            |                            | C-reactive prote | in (CRP)                  | 🗖 Paul Bun                    | nell Test                         |                  |  |                    |
|                | Glucose                    |                            | Urine Renal Pan  | el                        | F Pl. viscos                  | city                              |                  |  |                    |
|                | HbAtr                      |                            | Urine Microalhu  | minuria                   | E FRC with                    | Malarial Par                      | asites           |  | •                  |
|                | ⊥ <sup>Most recent r</sup> | equests made for this pa   | atient:<br>T     | o view records of the tes | To view a<br>ts on this panel | all requests for<br>only made for | this p<br>this p | atient, <u>di</u><br>atient, <u>di</u> | ck here<br>ck here |
|                | Requested                  |                            | Investigat       | ions                      |                               | Priority                          | Loc              | Ordered                                | Status             |
|                | 10 Mar 2010 15:05:15       | ESR                        |                  |                           |                               | Normal                            | GPDM             | G8706579                               | REQ                |
|                | 10 Mar 2010 14:50:00       | Ferritin                   |                  |                           |                               | Normal                            | GPDM             | G8706579                               | REQ                |
|                | 10 Mar 2010 14:50:00       | Abunin, Creatinine         |                  |                           |                               | Normal                            | GPDM             | G8706579                               | REQ                |
| Continue       | 10 Mar 2010 14:48:02       | Full Blood Count           |                  |                           |                               | Normal                            | GPDM             | G8706579                               | REQ                |
| request        | 10 Mar 2010 14:40:41       | Ferritin, Serum Folate     |                  |                           |                               | Normal                            | GPDM             | G8706579                               | REQ                |
|                |                            |                            |                  |                           |                               |                                   |                  | Tehernet                               | -                  |
| UN ND          |                            |                            |                  |                           |                               |                                   |                  | incernet                               |                    |

6) Click continue with requests

![](_page_13_Picture_12.jpeg)

![](_page_14_Picture_0.jpeg)

![](_page_14_Picture_3.jpeg)

- 8) Choose "collect now" for each discipline
- 9) Now click on Accept Request.
- 10) Your specimen labels will now be printed from the screen below and PCS will be updated.

![](_page_14_Picture_7.jpeg)

![](_page_15_Picture_0.jpeg)

### How to Access Results

- 1) Find your patient in EMIS.
- 2) Click on **SN Sample Now** or type **SN** on your keyboard.
- 3) The following screen will be displayed:-

| ■ LV for Wordsws (C) 2001 CH15         File Edt Wew Nords Status Favorites Heb         Module:       ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●  | EDI: 17 PN: 12 Email: 0<br>Age 71 years CSW                                 | Repeats Req: 0<br>MR<br>B Gen<br>D General   |
|---|---|--|
| N New Inbox reports C Configure display groups<br>S Investigation summary R Online Test Requests  |   | E Except<br>F<br>G<br>H MH Excep   |
| Pathology & Radiology EDI results         2 o         3 Biochemistry         4 Haematology         5 Blood Pressure         6 Immunology         7 Radiology         8 None grouped results | Data<br>Data<br>Directory<br>Directory<br>Data<br>Directory<br>Data<br>Data | J<br>K<br>L<br>N<br>N<br>O<br>P Results?<br>R Ix ???<br>T css<br>U Vis Here<br>V Vis it Slip<br>W Sig Acti<br>X Sig Past<br>Y Min Past |
| Imodel card session NUM Tue 17 Jun 2008 14.39 PSW Dir Poul Wight<br>I Dgw - 및 AutoSuppes -  |   | Z Delete   |

- 4) Now click **R Online Test Requests** or type **R** on your keyboard.
- 5) Next click **T Test** or type **T** on your keyboard.
- 6) This will take you to the screen below:-

![](_page_16_Picture_0.jpeg)

NHS Foundation Trust

## **Directorate of Laboratory Medicine**

| 🖉 PatientReports - Windows Internet Explorer 📃 🖂 🗙   |   |                                 |                 |                   |                 |                   |            |      |  |
|--|---|---------------------------------|-----------------|-------------------|-----------------|-------------------|------------|------|--|
| 🕞 💮 👻   http://10.166.64.52/ccedesktop/dotnet/ccedesktop/reporting/PatientReports.aspx?id=A60948281CCE4CE9A492FE8C86864 🛡 😚 🗙 Google |   |                                 |                 |                   |                 |                   |            |      |  |
|  |   |                                 |                 |                   |                 |                   |            |      |  |
|  |   |                                 |                 |                   |                 |                   |            |      |  |
| Patient Name: MR. Ishmail Yarwood  | Hospital No.:   | 330081 See Case Note Numbers    | Sex: Ma         | le                |                 |                   |            |      |  |
| Address: 122A Sale Road, Nort  | Jate of birth: 18 September 19:56 NES No: 464 478 0820 C GROUP PRACTO |                                 |                 |                   |                 |                   |            |      |  |
|  |   |                                 |                 |                   |                 | U                 | ser:G86319 | 943  |  |
| Locatio  | on [Al locations]   |                                 | 6               | Chow reports up t | 17/05/2008      |                   |            |      |  |
| Filter by special  | ty [All specialties]  | -                               |                 |                   | 21/10/2007      |                   |            |      |  |
| Clinie   | All clinicians  |                                 | ,               | Show reports from | 121/10/2007     |                   |            |      |  |
|  |   |                                 | Print In at E   | <b></b>           |                 |                   |            |      |  |
|  | Controls  |                                 | All seconds     | reports.          |                 |                   |            |      |  |
|  | Search  | \$                              | now JAI reports |                   |                 |                   |            |      |  |
| < Earlier reports  | Later reports >   | 1                               |                 |                   |                 |                   |            |      |  |
| < conter reports   | color reports >   |                                 |                 |                   |                 |                   |            |      |  |
| Investigation  | Requested By  | Location                        | Sample Number   | Sample Collected  | Sample Received | Reported          | Status     | -    |  |
| ABDOMEN PLAIN  | Dr.P.N.Rao  | F3 WARD (F3)                    | 07X44747        | 16 May 2007       | 16 May 2007     | 08 Dec 2007 17:58 | F          |      |  |
| Histology  | DR B Jobling  | GP-NORTHENDEN GROUP PRACTICE    | M,07.0002283.HA | 03 Dec 2007       | 03 Dec 2007     | 07 Dec 2007 10:12 | UN         |      |  |
| CT RENAL   | Dr.P.N.Rao  | OUTPATIENTS WYTH (BOPD)         | 07C14001_1      | 20 Nov 2007       | 20 Nov 2007     | 23 Nov 2007 12:09 | F          |      |  |
| CT RENAL WITH CONTRAST   | Dr.P.N.Rao  | OUTPATIENTS WYTH (BOPD)         | 07C14913        | 20 Nov 2007       | 20 Nov 2007     | 23 Nov 2007 12:09 | F          |      |  |
| Iron/Transferrin/TIBC  | 🛈 DR Pb Wright  | GP-NORTHENDEN GROUP PRACTICE    | A,07.4498651.L  | 27 Jul 2007       | 27 Jul 2007     | 31 Jul 2007 09:21 | UN         |      |  |
| B12/Folate/Ferritin  | DR Pb Wright  | GP-NORTHENDEN GROUP PRACTICE    | A,07.4498651.L  | 27 Jul 2007       | 27 Jul 2007     | 27 Jul 2007 14:51 | UN         |      |  |
| THYROIDS   | 🛈 DR Pb Wright  | GP-NORTHENDEN GROUP PRACTICE    | A,07.4498651.L  | 27 Jul 2007       | 27 Jul 2007     | 27 Jul 2007 14:41 | UN         |      |  |
| FBC  | 🛈 DR Pb Wright  | GP-NORTHENDEN GROUP PRACTICE    | R,07.0557702.Q  | 27 Jul 2007       | 27 Jul 2007     | 27 Jul 2007 13:31 | UN         |      |  |
| UE/LFT/Bone/Cholesterol/GFR es   | OR Pb Wright  | GP-NORTHENDEN GROUP PRACTICE    | A,07.4498651.L  | 27 Jul 2007       | 27 Jul 2007     | 27 Jul 2007 13:31 | UN         |      |  |
| Glucose  | OR Pb Wright  | GP-NORTHENDEN GROUP PRACTICE    | A,07.0379393.G  | 27 Jul 2007       | 27 Jul 2007     | 27 Jul 2007 13:31 | UN         |      |  |
| B12/Folate/Ferritin  | DR Naresh KANUMILLI   | GP-NORTHENDEN GROUP PRACTICE    | A,07.4481307.A  | 20 Jun 2007       | 20 Jun 2007     | 20 Jun 2007 15:00 | UN         |      |  |
| FBC  | DR Naresh KANUMILLI   | GP-NORTHENDEN GROUP PRACTICE    | R,07.0529335.F  | 20 Jun 2007       | 20 Jun 2007     | 20 Jun 2007 13:21 | UN         |      |  |
| SPUTUM   | Dr.P.N.Rao  | F3 WARD (F3)                    | M,07.0305037.G  | 16 May 2007       | 16 May 2007     | 18 May 2007 10:00 | UN         |      |  |
| Histology  | Dr.P.N.Rao  | 1 xOP - WCH UROLOGY ASSESS UNIT | B,07.0006225.X* | 09 May 2007       | 09 May 2007     | 17 May 2007 15:31 | UN         |      |  |
| C-Reactive Protein   | Dr.P.N.Rao  | F3 WARD (F3)                    | A,07.7733484.R  | 17 May 2007       | 17 May 2007     | 17 May 2007 13:00 | UN         |      |  |
| FBC  | Dr.P.N.Rao  | F3 WARD (F3)                    | R,07.0503716.W  | 17 May 2007       | 17 May 2007     | 17 May 2007 12:40 | UN         | -    |  |
|  |   |                                 |                 |                   | Tabana a        |                   |            | _    |  |
|  |   |                                 |                 |                   |                 | t j               | ×100%      | • // |  |
| Draw 🕶 📐 AutoShapes 🕶 🔪 🔌  | 🗆 🔿 🔚 🐗 🛟   | 🔹 🎿 • 🚄 • 🔺 • 🚍 🚃               | 글 💷 🗊 💂         |                   |                 |                   |            |      |  |
| Slide 3 of 3   |   | Clouds                          | 2               |                   |                 |                   |            |      |  |

Note: this screen will show a history of all the tests the patient has had and not just the ones you have requested.

### There are 2 ways to access secondary care results in ICE.

### A: Via the patient request screen

- 1. Open the Ice request screen in the normal way (via CM or MR)
- 2. Drop down the services tab

| 📓 http://10.165.192.220 - Pending Requests - Microsoft Inference Explorer |                         |               |              |               |               |  |  |
|---|-------------------------|---------------|--------------|---------------|---------------|--|--|
| Patient Name:   | Mr Eight Editestpatient | Hospital No.: | ICE5450      | Sex: Male     | DID5BURY      |  |  |
| Date of Birth:  | 12 March 1972           | NHS no:       | 999 999 9530 |               | CENTRE        |  |  |
| Address:  | 5 Any Street, Dummyvill | e, EX2 1AA    |              | Telephone No: | User:P84678M2 |  |  |
| <ul> <li>Services</li> </ul>  |                         |               |              |               | Powered ICE   |  |  |
| Pending Requests:   |                         |               |              |               |               |  |  |
|   |                         |               |              |               |               |  |  |

- 3. Choose "patient report list"
- 4. A window will open showing all patient reports including secondary care for that patient

#### B: Via MR Mode.

- 1. Open MR
- 2. Choose N and the R to access "online requesting"

![](_page_17_Picture_0.jpeg)

3. Choose T "patient report list" A window will open showing secondary care reports for that patient

### Support details

### Initial Support (first 2 Weeks only)

If any issue arises within the first two weeks then please contact Mark Bramhall

Email: mark.bramhall@cmft.nhs.uk

### Admin Support

- A new user: download form from our website and send it to <u>GP.links@cmft.nhs.uk</u>
- Requesting extra Bags: contact Client Services 0161 276 4428
- Requesting Tests not offered at present: download form from our website and send it to <u>GP.links@cmft.nhs.uk</u>

For new users Include the following information: First Name Surname Job Title Practice name Practice Code G number if a GP Requester in own right or not

### **Technical Faults**

In the first instance please log calls via the **EMIS helpdesk** in the usual manner.

Should EMIS come back and report no issue please email <u>GP.links@cmft.nhs.uk</u>

If no response within a day please contact Colette or Matt on 276 8011

### <u>Labels</u>

The following labels (or equivalent) should be ordered for the Zebra Printers:

LabelTrace non perforated labels. 57.15x31.75DT. LPR2100

![](_page_18_Picture_0.jpeg)

Central Manchester University Hospitals

## Directorate of Laboratory Medicine

(code 800262-125) - (codegate order)