



**Directorate of Laboratory Medicine**

EMIS LV  
Introduction to Sunquest ICE System  
and User Manual





## Directorate of Laboratory Medicine

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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.

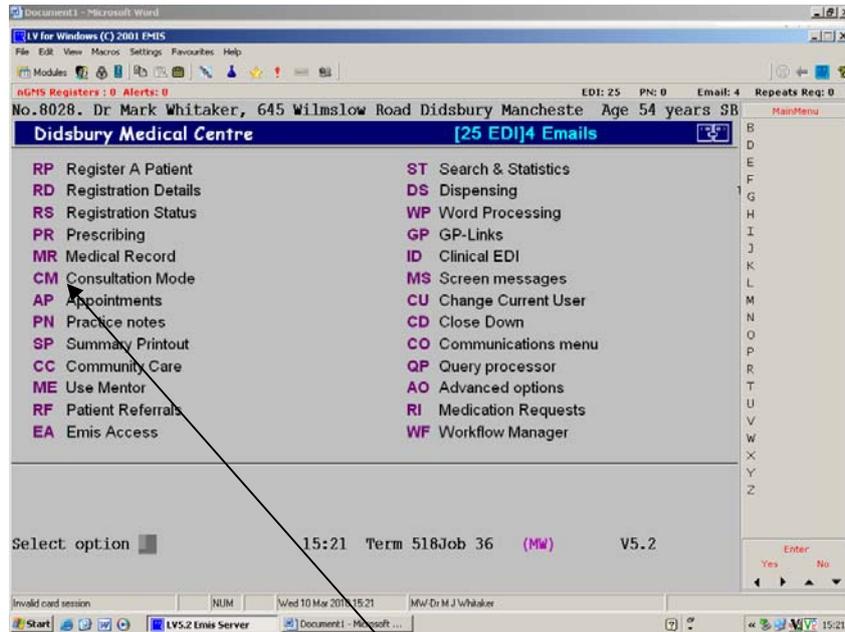
Most importantly it can provide for the trust a region-wide pathology network leading, in time, with the implementation of the NPfIT, to a nationwide network. This means that with the functioning of Sunquest ICE the care provided for the patient by the health-care worker is dramatically increased.



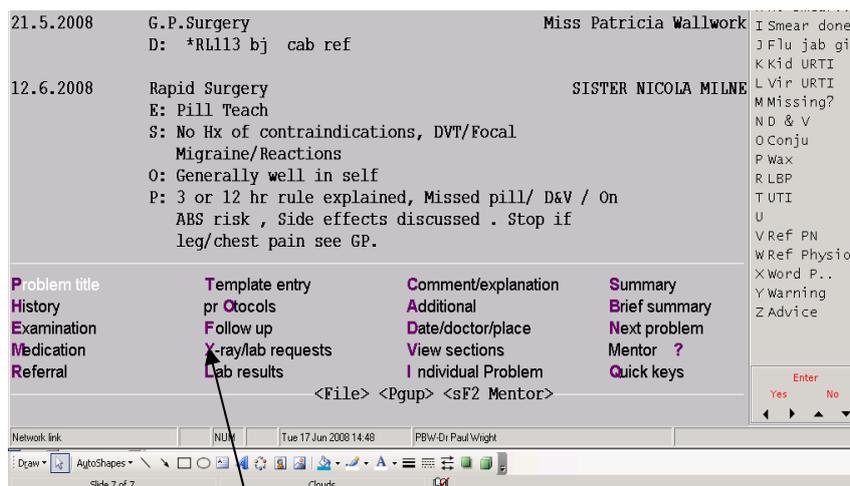
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### How To Make A Request in Consultation Mode

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



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

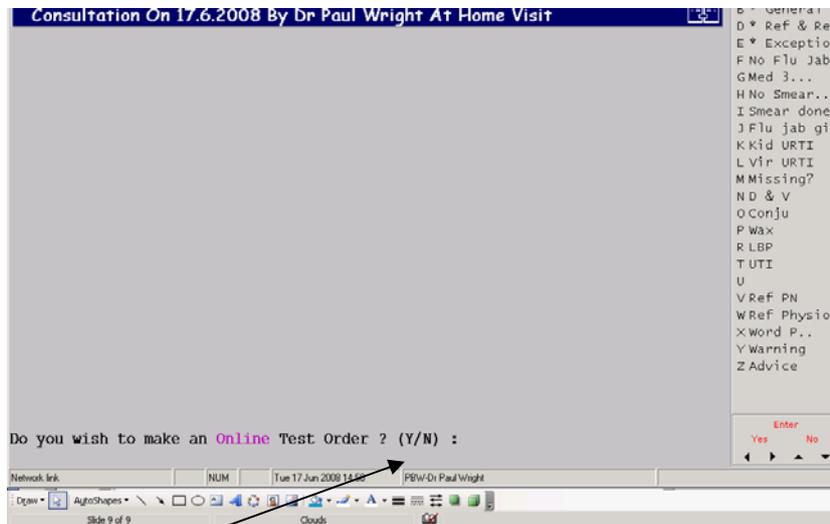


- 4) Now click on **X-ray/lab requests** or type **X** on your keyboard.



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5) The following screen will be displayed:-

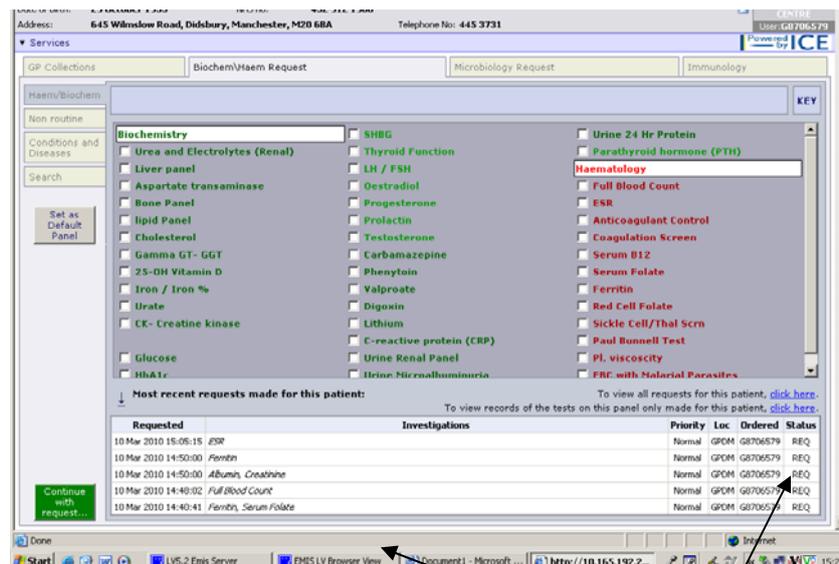


6) Next type **Y** on your keyboard to request a test.

*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:-

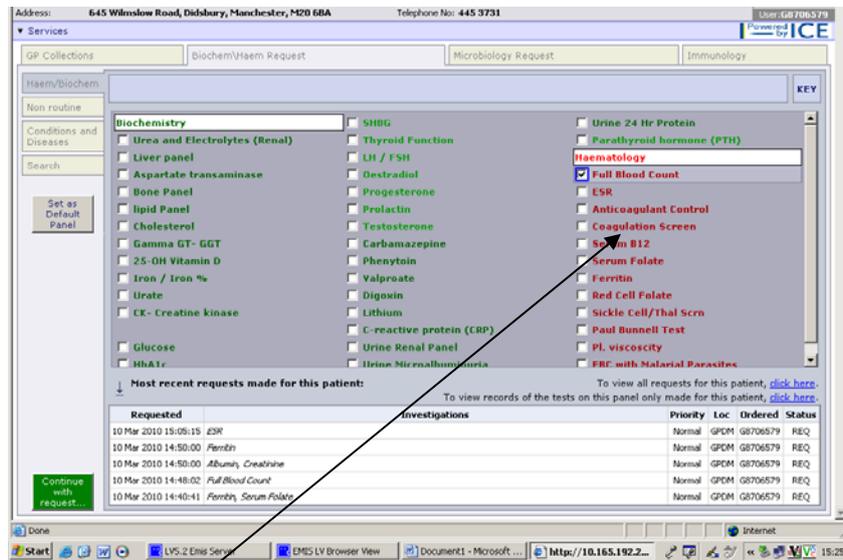


*Note: at this screen you will see a history of past investigations.*

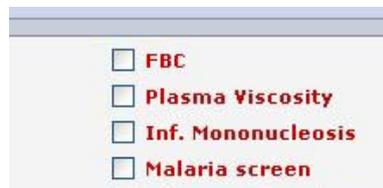


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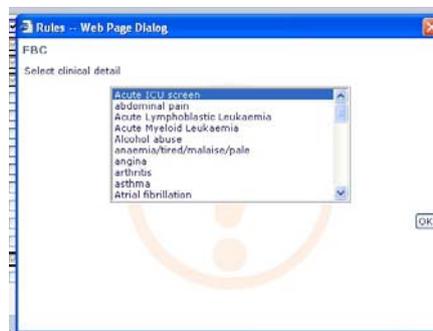
- 8) Now select a test by clicking in a box ... we are going to select a **Full Blood Count**, see below:-



- 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:-



- 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**.



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- 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:-

The screenshot shows a web-based form for submitting a laboratory request. It is divided into two main sections: 'General Details' and 'Order Details'.  
**General Details:** Includes fields for 'User' (populated with 'Matt'), 'Bleep / Contact No.', 'Requesting Consultant / GP' (a dropdown menu with 'ANMELD, DR M' selected), 'Location' (a dropdown menu with '2D MRI' selected), and 'Category' (a dropdown menu with 'NHS' selected).  
**Order Details:** Contains three sections for different test categories: 'Immunology', 'Haematology HR', and 'Haematology'. Each section has a 'Priority' dropdown (set to 'Normal') and 'Sample collection options' (radio buttons for 'Collect now' and 'Collect later').  
Annotations: Two boxes labeled 'Location' and 'Requesting Consultant' have arrows pointing to their respective dropdown menus in the 'General Details' section. At the bottom right, there are buttons for 'More Tests', 'Accept Request', and 'Review'.

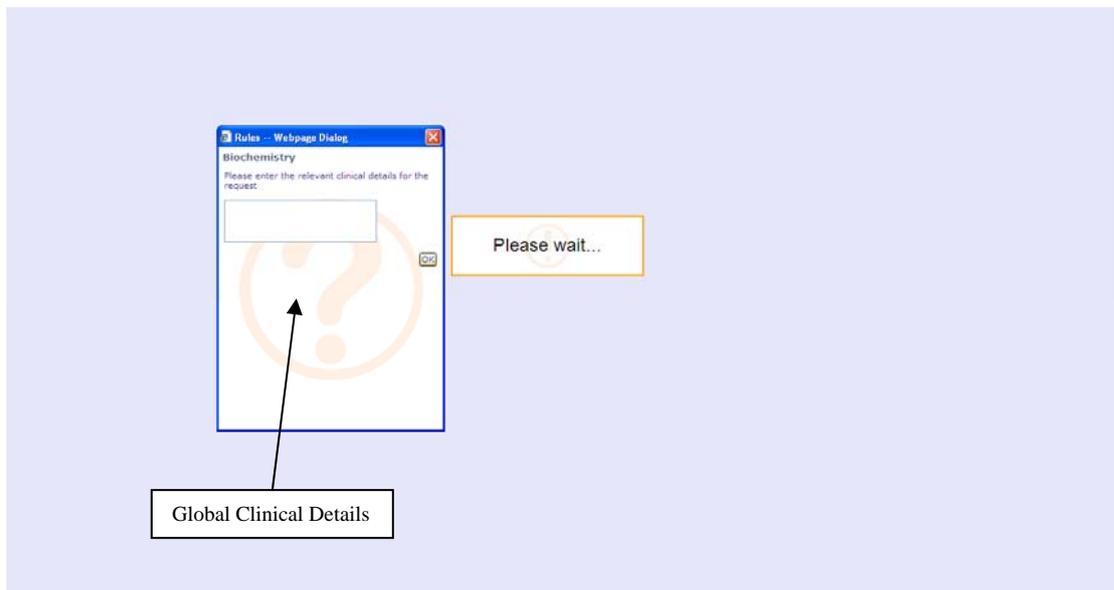
- 11) If you are a GP your name will be populated in the **Requesting Consultant/GP** box.
- 14.1 If you are a **locum GP** and do not have your own log-in, use the regular GP's name.
- 14.2) If you are a member of staff, you will need to select the GP's name.
- 12) Make sure the correct practice is 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.



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- 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**.

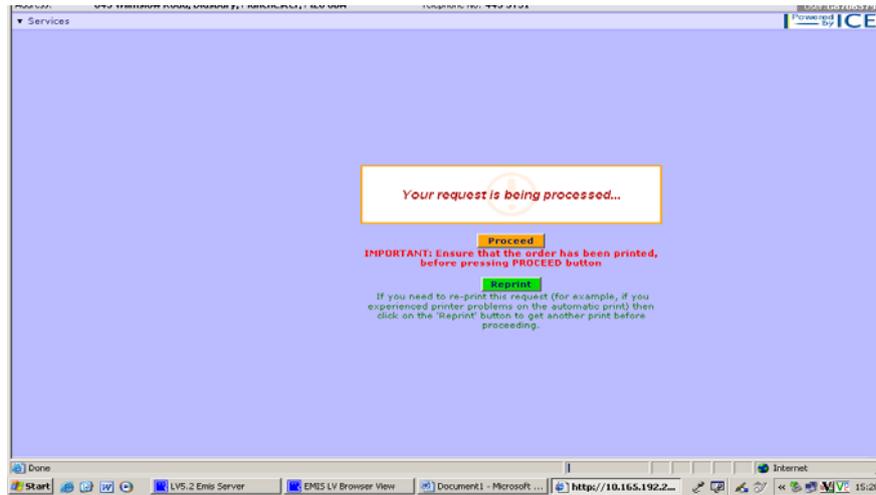
(Please ignore displayed discipline-clinical details will be populated for all disciplines)



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



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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.

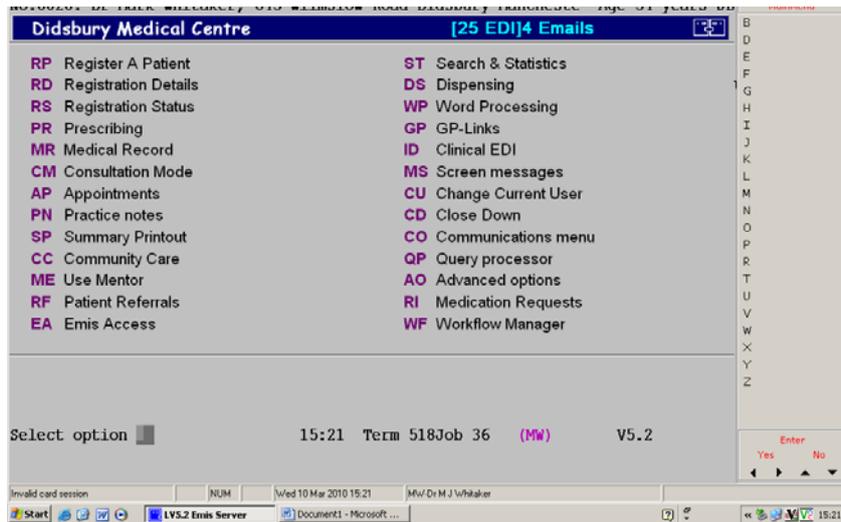
20) Your request(s) will now be logged in EMIS.



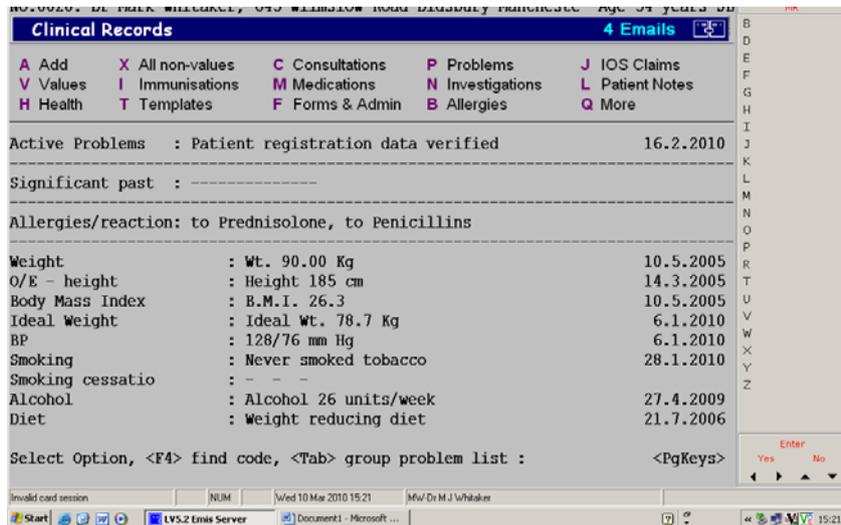
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### How To Make A Request in Medical Record Mode

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



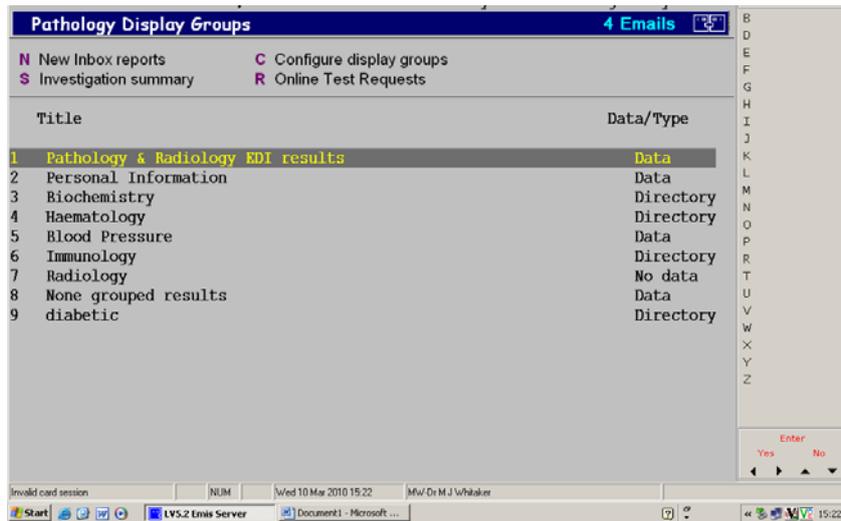
- 2) Now either click on **MR Medical Record** or type **MR** on your keyboard.
- 3) The following screen will appear:-



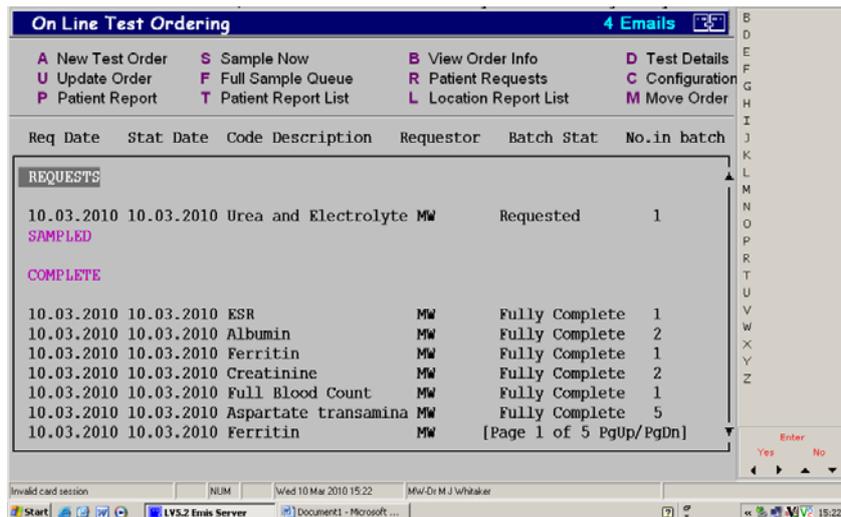
- 4) Next click on **N Investigations** or type **N** on your keyboard.
- 5) The following screen will appear:-



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



- 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**.



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### 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)

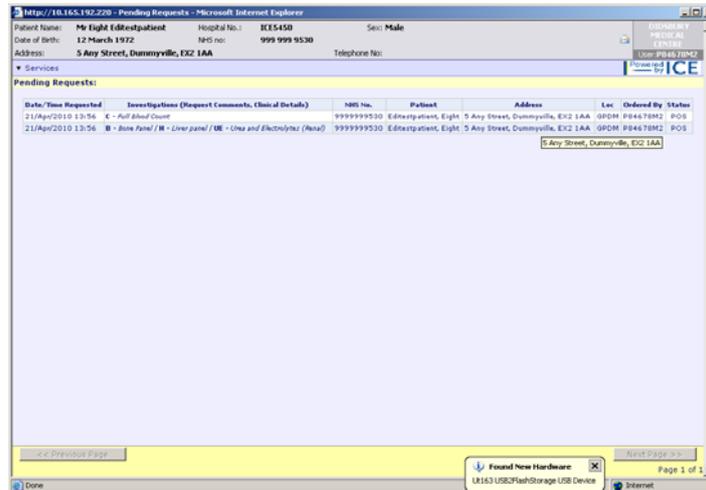
The screenshot shows the EMIS software interface for 'LV for Windows (C) 2001 EMIS'. The patient information is: No. 21288. Mr Eight Editestpatient, 5 Any Street Dummyville, Age 39 years HMB. The interface includes a menu bar (File, Edit, View, Macros, Settings, Favourites, Help) and a toolbar. Below the patient info, there are buttons for 'On Line Test Ordering' and a grid of function buttons: A New Test Order, S Sample Now, B View Order Info, D Test Details, U Update Order, F Full Sample Queue, R Patient Requests, C Configuration, P Patient Report, T Patient Report List, L Location Report List, M Move Order. A table displays test requests with columns: Req Date, Stat Date, Code, Description, Requestor, Batch, Stat, No.in batch. The table is divided into sections: REQUESTS, SAMPLED, and COMPLETE. The COMPLETE section lists several tests, all with a status of 'Fully Complete'. A vertical navigation bar on the right contains letters B through Z, with 'MR' highlighted. At the bottom, there is a status bar with fields for Network link, NUM, date/time (Wed 13 Apr 2011 10:39), and user name (MMC- martina Cunningham). The Windows taskbar at the very bottom shows the start button and several open applications.

Req Date	Stat Date	Code	Description	Requestor	Batch	Stat	No.in batch
<b>REQUESTS</b>							
<b>SAMPLED</b>							
<b>COMPLETE</b>							
13.04.2011	13.04.2011		Varicella Zoster Acu	Unknown		Fully Complete	1
13.04.2011	13.04.2011		Urine Microalbuminur	Unknown		Fully Complete	1
13.04.2011	13.04.2011		ESR	Unknown		Fully Complete	1
13.04.2011	13.04.2011		Full Blood Count	Unknown		Fully Complete	1
13.04.2011	13.04.2011		Urea and Electrolyte	Unknown		Fully Complete	1
13.04.2011	13.04.2011		Bone Panel	Unknown		Fully Complete	4
13.04.2011	13.04.2011		FBC with Malarial Pa	Unknown		Fully Complete	1
13.04.2011	13.04.2011		Carbamazepine	Unknown		Fully Complete	1

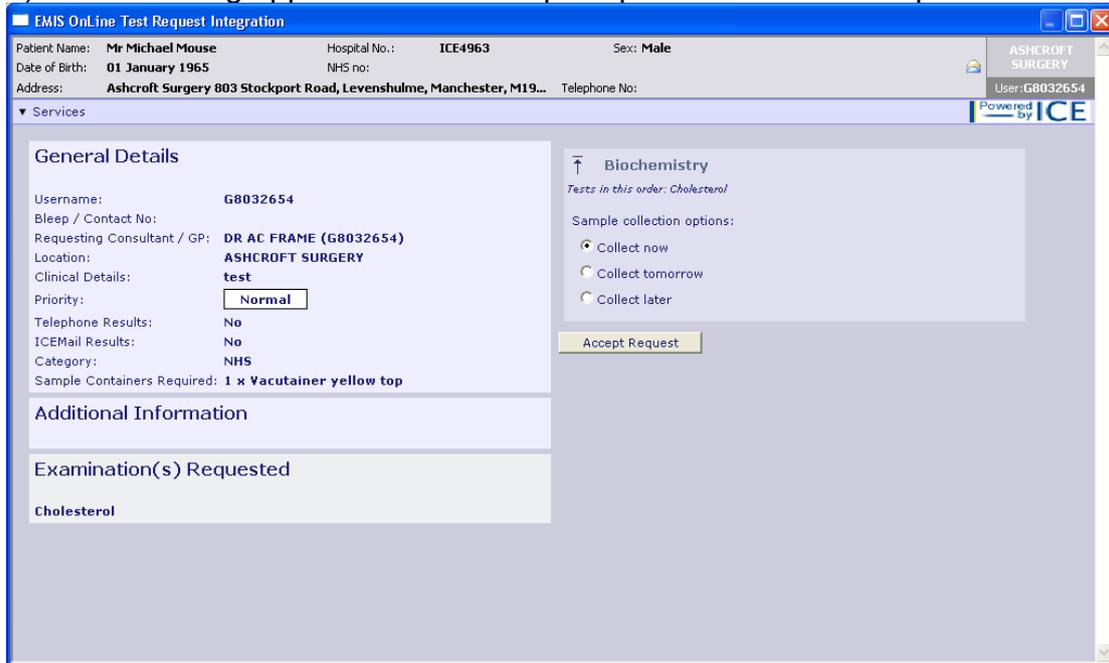
- 4) Highlight request required (pick one if there are multiple) and chose S (sample now)
- 5) If there are requests from multiple disciplines the following appears. (Double click the discipline)



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



7) The action will then be filed in EMIS



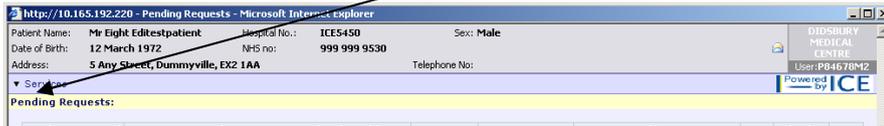
8) If outstanding test remain repeat as per (4)



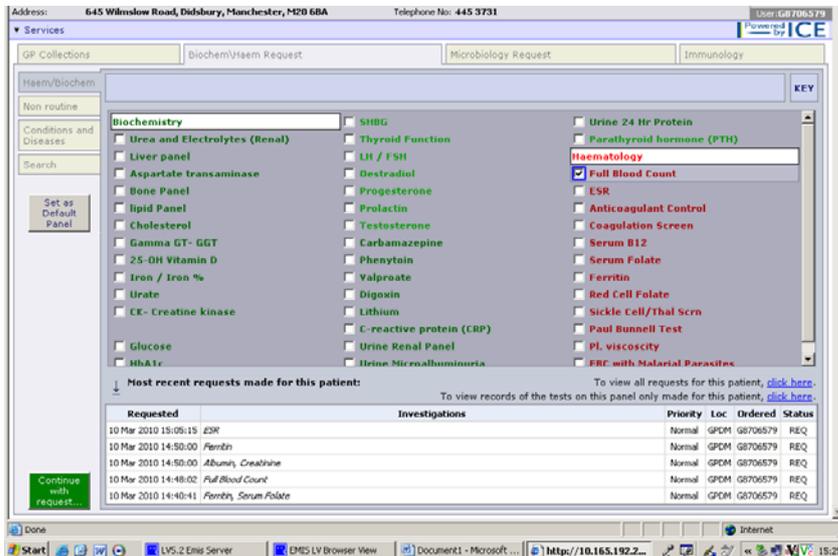
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### How to Complete a previously stored request in Consultation Mode (PCS ONLY)

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



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



- 6) Click continue with requests





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### 7) Uncheck “I want to fill out specimen details later” for each discipline

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:**

User: **Matt**

Bleep / Contact No:

Requesting Consultant / GP: **ANMED, DR M**

Location: **2D MRI**

Category: **NHS**

**Order Details:**

**Immunology**

Tests in this order: Anti-nuclear AB (includes Centromere), ANCA (Neutrophil Cytoplasmic AB), AB to EMA (SM, RNP, As, La etc), AB to Thyroid Peroxidase

I want to fill out specimen details later

Priority: **Normal**

Sample collection options:

Collect now (Print now - todays date)

Collect later (Print now - blank date)

**Haematology HR**

Tests in this order: Ferritin, Serum Ferritin

Priority: **Normal**

Sample collection options:

Collect now (Print now - todays date)

Collect later (Print now - blank date)

**Haematology**

Tests in this order: ESR, Erythrocyte Sedimentation Rate, Full Blood Count, Red Cell Platelet

I want to fill out specimen details later

Priority: **Normal**

Sample collection options:

Collect now (Print now - todays date)

Collect later (Print now - blank date)

### 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.

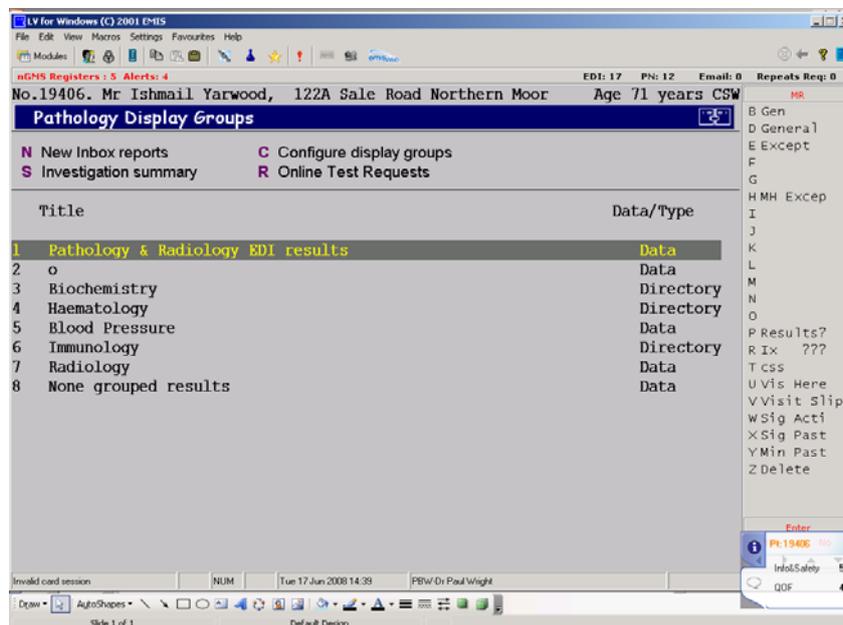




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### How to Access Results

- 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:-



- 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:-



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The screenshot shows a web browser window displaying the 'PatientReports' application. The patient's details are: MR. Ishmail Yarwood, Hospital No. 330081, NHS no. 464 478 0820, Date of Birth 18 September 1936, Address 122A Sale Road, Northern Moor, Manchester, M23 0BX, Telephone No. 945 4279. The application shows a search filter for 'All locations' and 'All specialties'. Below the filter is a table of test results with columns: Investigation, Requested By, Location, Sample Number, Sample Collected, Sample Received, Reported, and Status. The table lists various tests such as ABDOMEN PLAIN, Histology, CT RENAL, Iron/Transferrin/TIBC, B12/Folate/Ferritin, THYROID, FBC, UEA/LFT/Bone/Cholesterol/GFR, Glucose, B12/Folate/Ferritin, FBC, SPUTUM, Histology, C-Reactive Protein, and FBC.

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

The screenshot shows the 'Pending Requests' screen in the ICE application. The patient's details are: Mr Eight Editestpatient, Hospital No. ICE5450, NHS no. 999 999 9530, Date of Birth 12 March 1972, Address 5 Any Street, Dummyville, EX2 1AA, Telephone No. The screen shows a list of pending requests and a 'Services' dropdown menu.

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"



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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](mailto:mark.bramhall@cmft.nhs.uk)

#### Admin Support

- A new user:  
download form from our website and send it to [GP.links@cmft.nhs.uk](mailto:GP.links@cmft.nhs.uk)
- Requesting extra Bags: contact Client Services [0161 276 4428](tel:01612764428)
- Requesting Tests not offered at present:  
download form from our website and send it to [GP.links@cmft.nhs.uk](mailto:GP.links@cmft.nhs.uk)

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  
[GP.links@cmft.nhs.uk](mailto:GP.links@cmft.nhs.uk)

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

#### Labels

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

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



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(code 800262-125) - (codegate order)