Central Manchester University Hospitals NHS

NHS Foundation Trust

Directorate of Laboratory Medicine

EMIS PCS
Introduction to Sunquest ICE System
and User Manual

sunquest

ICE

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Contents

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

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. 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 This means that with the functioning of Sunquest ICE the care provided for the patient by the health-care worker is dramatically increased.
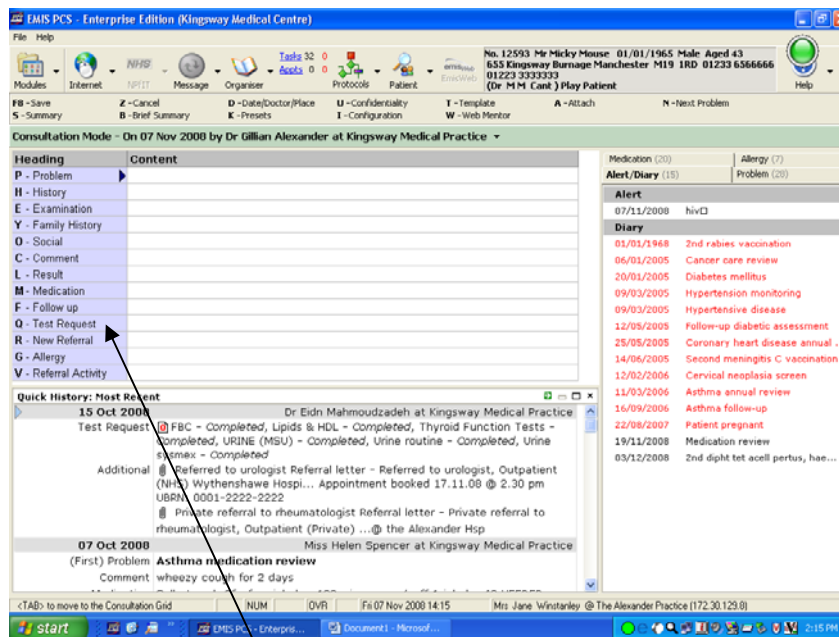
How To Make A Request in Consultation Mode

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

2)   Click on **CM Consultation Mode**.
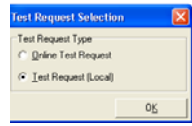
3)   The following screen will be displayed:-

4)   Next click on **Q–Test Request** or type **Q** on your keyboard.
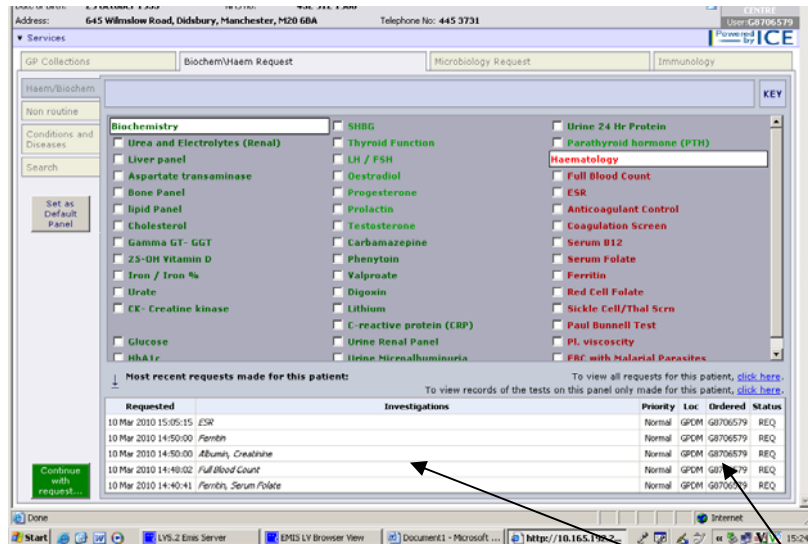
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5)   The pop-up box below will appear:-

6)   On the pop-up box select the **Online Test Request** tick box and press **OK**.

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

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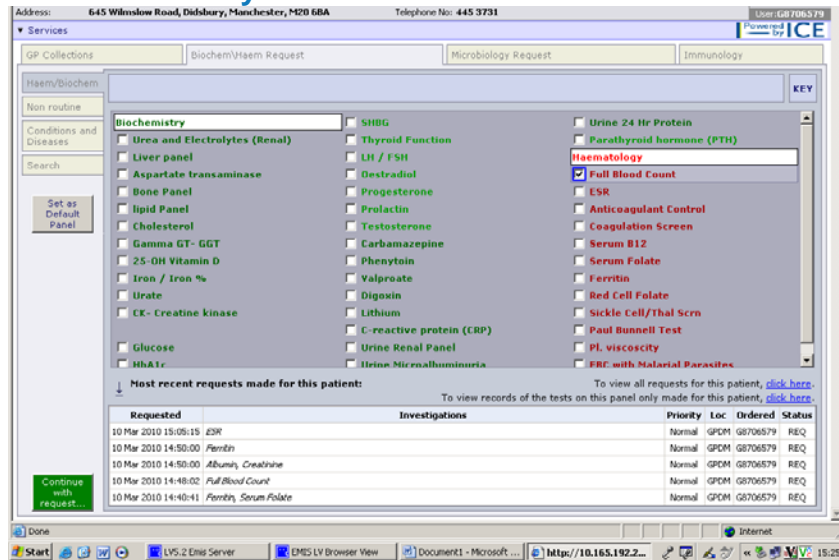

Note: at this screen you will see a history of past investigations.

8)   Now select a test by clicking in a box … we are going to select a **Full Blood Count**, see below:-
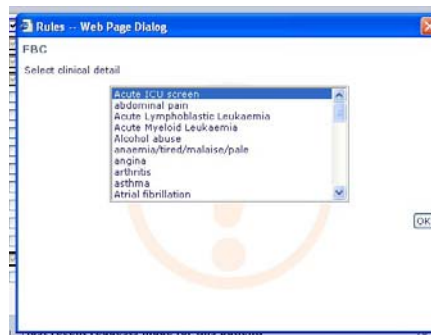
8.1)   Some tests require further information; when you click on them a pop-up box will be opened, see below:-

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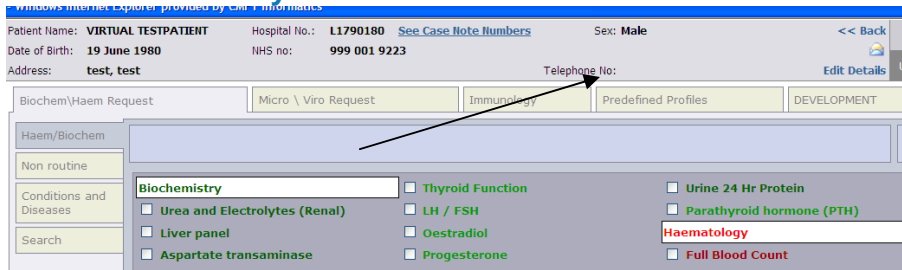

8.3)   Select the appropriate tests in this pop-up box by holding down the **Ctrl** key and clicking each one.
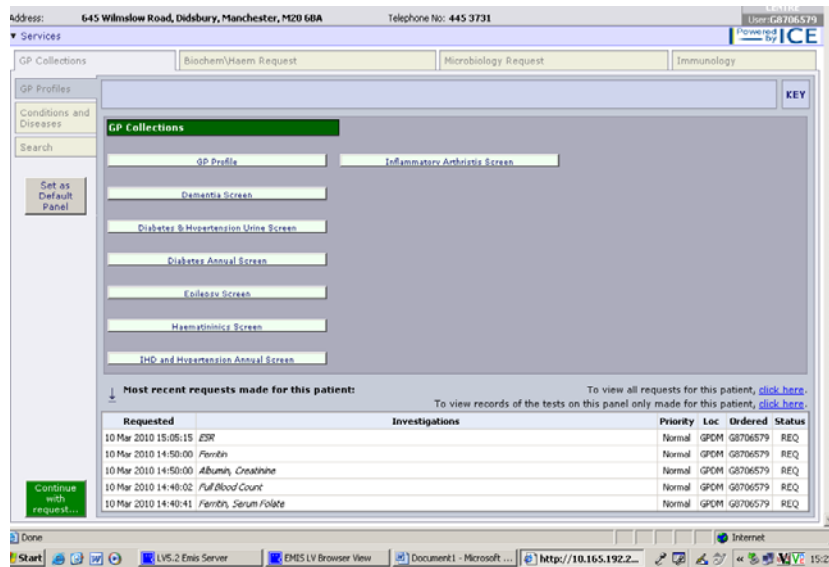
8.4)   Then click **OK**.

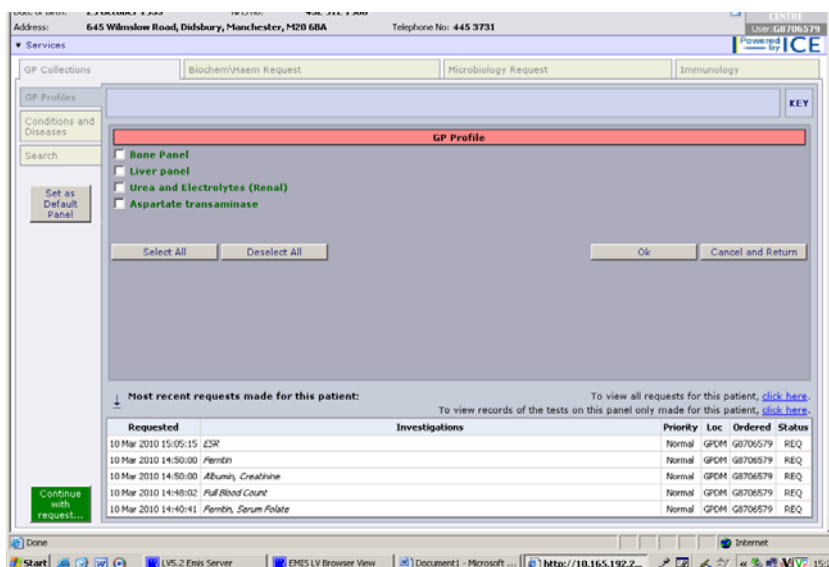9)   You may also choose tests from the **"Predefined Profiles"** tab by clicking on it.

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10)   From here you may select the **Profile** you require,

11)   ie From **GP Profile**, you will get the following screen, where you can select any number of components or all of them:-

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12) After you click **OK** you will be taken back to the previous screen, from where you can select any number of tests.

13) When you have finished your selections click on the green **Continue with Request** button:-
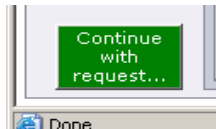
Note: you may have to scroll down to see the Request button.

14) You will now see the screen below:-

15) 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.

16) Make sure the correct practice is in the **Location** box.

17) 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.

17.1) 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.

17.2) And for samples that are to be 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.

17.3) 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.

*Note: you can check your request information with the **Review** button and add more tests with the **More Tests** button.*
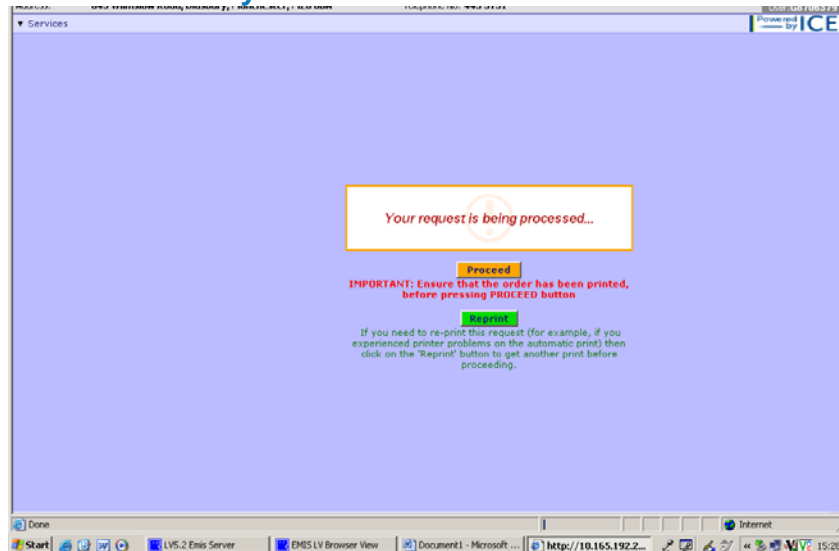
18) Now click on **Accept Request**.

19) 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)

Global Clinical Details
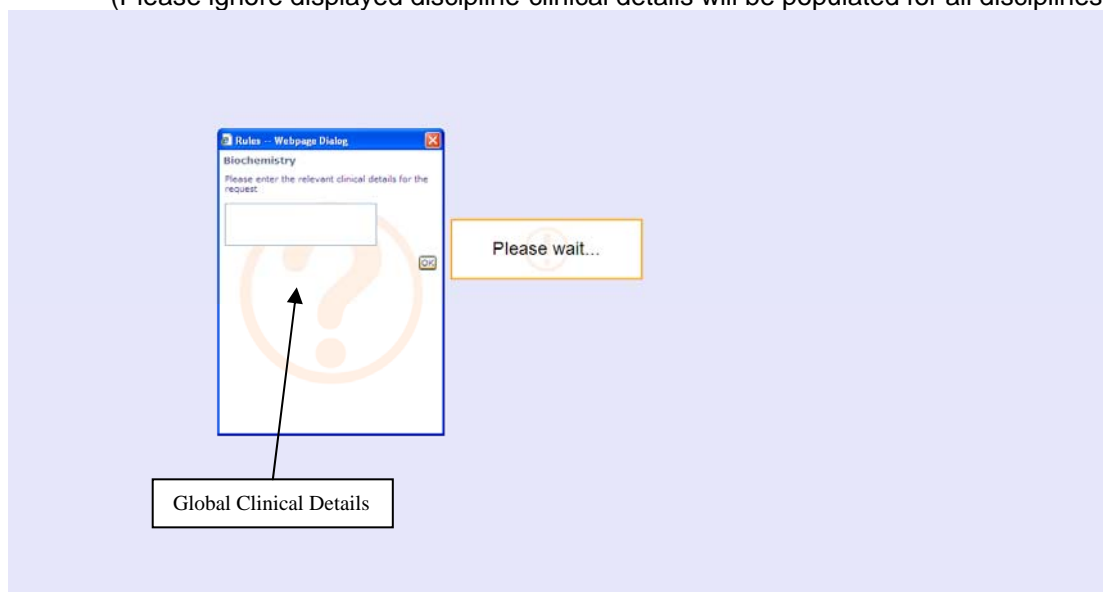
20) Your specimen labels will now be printed from the screen below:- (or saved in EMIS if labels are not required at that point – see 22)
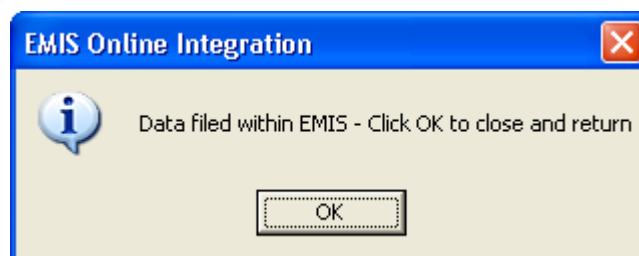
*Note: you may need to click the **Proceed** button for each discipline requested.*

21) Click the Proceed button again to exit.
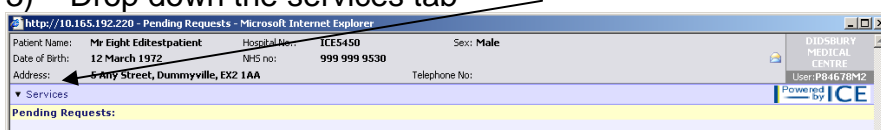
22) Your request(s) will now be logged in EMIS.

How To Make A Request in Medical Record Mode

1) OpenMR
2) Click or Choose L "online requesting"
3) Click Add (A) - then as above from 7:

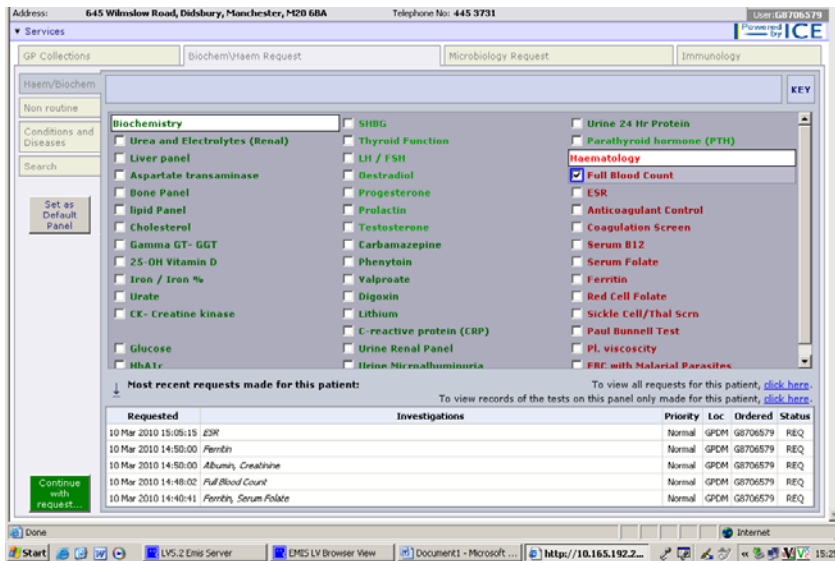## How to Complete a previously stored request in Consultation Mode

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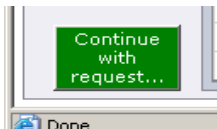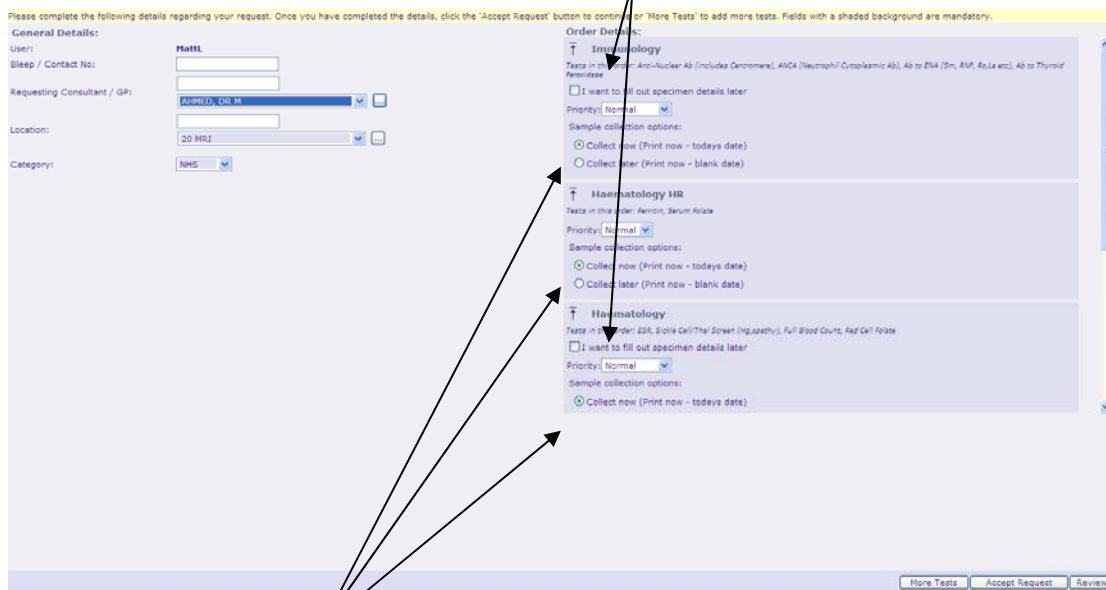3) Drop down the services tab

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4) Choose "update order"

5) The following screen will open – (add any additional requirements)

6) Click continue with requests

7) Uncheck "**I want to fill out specimen details later"** for each discipline

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.

How To Complete a previously stored request in Medical Record

1) Choose MR
2) Click L
3) The following Screen appears (List of tests previously requested tests)

4) Highlight request required (pick one if there are multiple) and chose S (sample now)
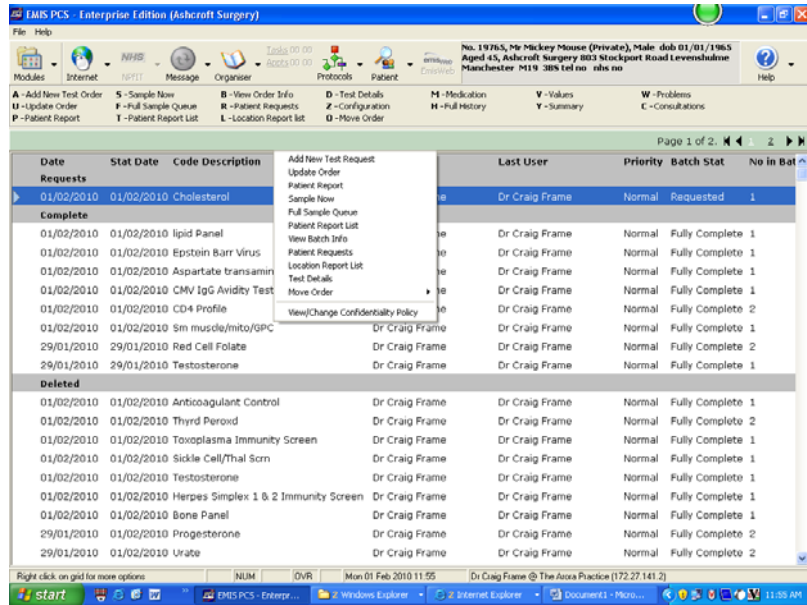
5) If there are requests from multiple disciplines the following appears. (Double click ne discipline)
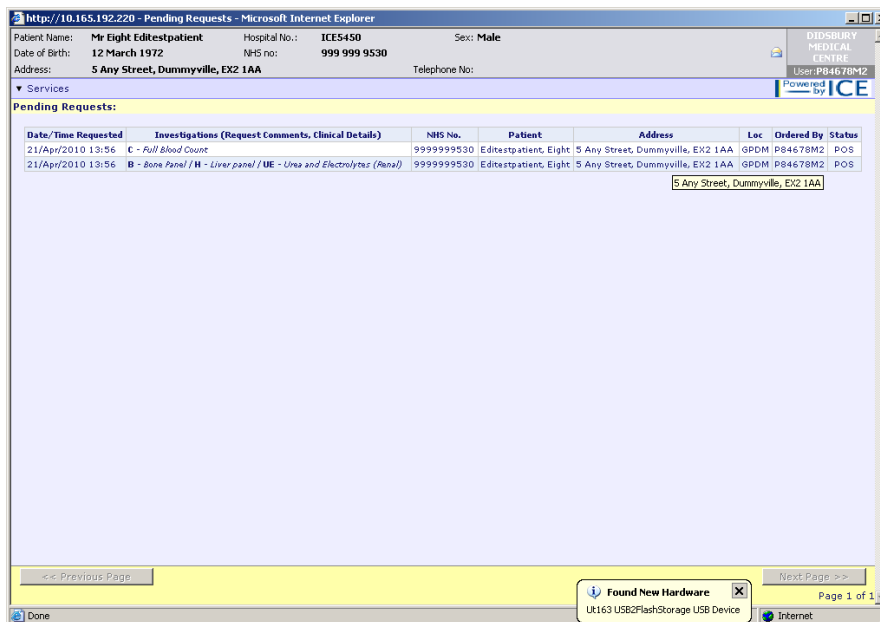
6) The following appears – click accept request. The labels will print

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7) The action will then be filed in EMIS

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

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How to Access Secondary Care Results

There are 2 ways to access secondary care results via 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
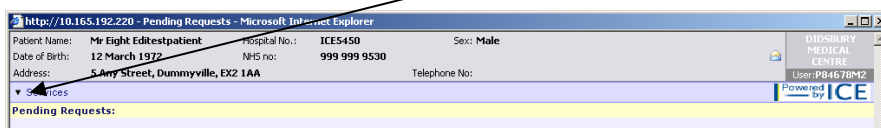
3. Choose "patient report list"
4. A window will open showing all patient reports including secondary care for that patient

B: Via MR Mode.

1. Open MR
2. Choose L "online requesting"
3. Choose   "Patient Report List"
4. A window will open showing all patient reports including secondary care for that patient

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

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
(code 800262-125) - (codegate order)