

EMIS PCS Introduction to Sunquest ICE System and User Manual





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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.

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Medical	) na sum he			THEFT		
	Medical Record	CM	Consultation Mode	PR	Prescribing	
DS	Dispensing	uy	Unmatched Drugs	00	Code Conversion	
PD	Patient Documents	0M	Dental Module	DV	Dental Summary	
Administ	ration and Documents					
RE	Registration	AP	Appointment Book	AL	Admin Lists	
ТК	Tasks	AT	Attachments and Captur	re PC	Practice Documents	
W	C Word Configuration	OG	Organiser	DP	Palm GP	
		1				
DE	Drug Explorer	WM	Web Mentor	PN	PDP Note	
IN	Internet	ET	EMIS ECR Tracker			
	cations	/				
	Pathology Links	_	GP Links	10	Items of Service	
TH	Transmission History	QM	QMAS Uploads	EA	EMIS Access	
Searche	Searches and Reports	40	Audit Trail		Population Manager	
51	Searches and Reports	AU	Audit frail	PM	Population Manager	
A	Appointment Configuration	UM	User Manager	LM	Locations Manager	
SP			Speciality Manager		Confidentiality Policy Manager	
DT		TD	Template Designer		Patient Archive	
4	Anti Virus Management	PO	Protocol Manager	MO	Miquest	
	Protocol Designer					
	NUM	OVR	Fri 07 Nov 2008 14:13	Mrs Jane Winstanley @	The Alexander Practice (172.30.129.8)	
start	📓 🕼 📠 🦈 📓 🖬 Eritis PCS - Enterp	rs 🗐 0	ocument1 - Microsof		<mark>○○《�\$∐?%=</mark> \$*	<b>X</b> 2

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

	rise Edition (Kingsway Medical Centre)		
File Help Modules Internet		use 01/01/1965 Male Age Manchester M19 1RD 012 tient	
F8 - Save 5 - Summary	Z -Cancel         D -Date/Doctor/Place         U -Confidentiality         T -Template         A -Attach           B -Brief Summary         K -Presets         I -Configuration         W -Web Mentor	N -Next Proble	m
Consultation Mode	On 07 Nov 2000 by Dr Gillian Alexander at Kingsway Medical Practice 👻		
Heading	Content	Medication (20)	Allergy (7)
P - Problem		Alert/Diary (15)	Problem (28)
H - History		Alert	
E - Examination		07/11/2008 hiv	
Y - Family History		Diary	
0 - Social		01/01/1968 2nd rab	ies vaccination
C - Comment		06/01/2005 Cancer	care review
L - Result		20/01/2005 Diabete	s mellitus
M - Medication		09/03/2005 Hyperte	nsion monitoring
- Follow up		09/03/2005 Hyperte	nsive disease
Q - Test Request		12/05/2005 Follow-	up diabetic assessment
R - New Referral		25/05/2005 Corona	ry heart disease annua
G - Allergy		14/06/2005 Second	meningitis C vaccinati
V - Referral Activity		12/02/2006 Cervica	l neoplasia screen
Quick History: Mos	t Resent 🛛 🗠 🗆 🛪	11/03/2006 Asthma	annual review
15 Oct	2008 Dr Eidn Mahmoudzadeh at Kingsway Medical Practice	16/09/2006 Asthma	follow-up
Test Re		22/08/2007 Patient	pregnant
	Completed, URINE (MSU) - Completed, Urine routine - Completed, Urine		ion review
Add	stemex - Completed itional II Referred to urologist Referral letter - Referred to urologist, Outpatient	03/12/2008 2nd dip	ht tet acell pertus, hae.
	(NH\$) Wythenshawe Hospi Appointment booked 17.11.08 @ 2.30 pm UBRN 0001-2222-2222		
	Private referral to rheumatologist Referral letter - Private referral to		
	rheumatologist, Outpatient (Private)@ the Alexander Hsp		
07 Oct			
	roblem Asthma medication review		
Cor	nment wheezy cough for 2 days		
<tab> to move to the Co</tab>	nsultation Grid NUM OVR Fri 07 Nov 2008 14:15 Mrs Jane Winstanley @	The Alexander Practice (172.30.	129.01
			123.0j 1930 - Sol 🗑 🕷 2:151
start 2	🕼 👼 🦷 👔 📶 EMES PCI - Enterpris 🔮 Document I - Microsof	Octor B To	28 C O O M 2159
	$\backslash$		

4) Next click on **Q–Test Request** or type **Q** on your keyboard.



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:-

rvices							Powere				
Collections	Bi	ochem\Haem Request		Microbiology Requ	uest	Immu	nology				
m/Biochem								KEY			
n routine	P		_								
nditions and	Biochemistry		E SHBG		Urine 24 Hr			<b>^</b>			
03505		ctrolytes (Renal)	Thyroid Functio	n	Parathyroid	hormone (	PTH)				
arch	Liver panel		LH / FSH		Haematology						
		C Aspartate transaminase		C Oestradiol			Full Blood Count				
Set as	Bone Panel		Progesterone			ESR					
Default	E lipid Panel		Prolactin		Anticoagula						
Panel	Cholesterol		Testosterone			Coagulation Screen					
	🗌 Gamma GT- 0		Carbamazepine								
	25-OH Vitami					☐ Serum Folate ☐ Ferritin ☐ Red Cell Folate					
	T Iron / Iron 9	•		Digoxin							
	Urate										
	CK- Creatine	kinase	Lithium			Sickle Cell/Thal Scrn					
	-		C-reactive prot		Paul Bunnel						
	Glucose		Urine Renal Par		Pl. viscoscit						
	HhAIr		Urine Nicenalhu	minuria	ERC with Ma						
	↓ Most recent r	equests made for this		To view records of t	To view all r the tests on this panel onl		his patient, <u>cli</u> his patient, cli				
	Requested		Investiga				oc Ordered				
	10 Mar 2010 15:05:15	ESR				Normal G	PDM G8706579	REQ			
	10 Mar 2010 14:50:00	Fornkin				Normal G	PDM G8706579	REQ			
	10 Mar 2010 14:50:00	Abumin, Creatinine					PDM G8706579				
Continue	10 Mar 2010 14:40:02						PDM G870579				
with equest	10 Mar 2010 14:40:41	Perntin, Serum Polate		$\sim$		Normal G	PDM 68706579	REQ			
							internet				
	🕡 🕞 💘 LV5.2 Em		V Browser View		bittp://10.165.198.2	201		NN			

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

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



ddress:	645 Wilmslow Road, Didsbury, Manchester, M20 68A	Telephone No: 445 3731	User:G870657
Services			Pewered
GP Collect	tions Biochem\Haem Request	Microbiology Reque	st Immunology
	chem		]
			KEY
	Biochemistry		Urine 24 Hr Protein
ondition: iseases	s and Urea and Electrolytes (Renal)	Thyroid Function	Parathyroid hormone (PTH)
	Liver panel		Haematology
arch	Aspartate transaminase	C Destradiol	Full Blood Count
	Bone Panel	Progesterone	ESR .
Set a Defau	lipid Panel	Prolactin	Anticoagulant Control
Pane		Testosterone	Coagulation Screen
	🗖 Gamma GT- GGT	Carbamazepine	Serum B12
	C 25-OH Vitamin D	Phenytoin	Serum Folate
	T Iron / Iron %	Valproate	E Ferritin
	🖵 Urate	C 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 HEATC	C Urine Microalbuminuria	FRC with Malarial Parasites
	1 Most recent requests made for this pa		To view all requests for this patient, click here.
	-		e tests on this panel only made for this patient, <u>click here</u> .
	Requested	Investigations	Priority Loc Ordered Status
	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
Contine with			Normal GPDM G8706579 REQ
request	10 Mar 2010 14:40:41 Familin, Sarum Falate		Normal GPDM G8706579 REQ
one art 🦽	😢 👿 🕒 🧧 LVS.2 Emis Server 🔤 EMIS LV Br	owser View 🛛 🐻 Document 1 - Microsoft 🕼	bttp://10.165.192.2

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

FBC
Plasma Viscosity
🔲 Inf. Mononucleosis
📃 Malaria screen

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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	VIRTUAL TESTPATIENT 19 June 1980	Hospital No.: NHS no:	L1790180 999 001 92	See Case Note Numbers	Sex: Male	<< Back
ddress:	test, test			т	elephone No:	Edit Details
Biochem\Ha	em Request	Micro \ Viro	Request	Immunology	Predefined Profiles	DEVELOPMENT
Haem/Bioch	iem					
			_			
Non routine						
	Biochemistry			Thyroid Function	🗌 Urine 24	Hr Protein
Non routine Conditions Diseases	and Biochemistry	ectrolytes (Rei	ıal)	Thyroid Function LH / FSH		Hr Protein bid hormone (PTH)
Conditions	and Biochemistry	· · ·	nal)			oid hormone (PTH)

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

	Wilmslow Road, Dids	bury, Manchester, M	M20 68A	Telephone No	445 3731					G87065
vices									Powere	۶IC
Collections	Bio	ochem\Haem Requi	est		Microbiology Rea	quest		Immunol	рgy	
rofiles										KEY
litions and										
1505	GP Collections									
:h										
		GP Prefile		Inflammatory	Arthristis Screen					
iet as efault Panel	Der	nentia Screen								
	Diabetes & Hy	pertension Urine Scre	een							
	Diabet	es Annual Screen								
		leosu Screen								
	Haem	atininics Screen								
	IHD and Hype	rtension Annual Scre	ien .							
	Most recent r						To view all request	s for this	patient, <b>cli</b>	ck here
		rtension Annual Scre equests made for		те	view records of		To view all request his panel only made			
	Most recent r			Te			his panel only made	e for this		ck here
	⊥ Most recent r	equests made for					his panel only made	e for this eity Loc	patient, <mark>cli</mark>	status
	⊥ Most recent r	equests made for ESR					his panel only made Prio Nor	e for this eity Loc mal GPDN	Drdered	status REQ
	▲ Most recent re Requested 10 Mar 2010 15:05:15 10 Mar 2010 14:50:00 10 Mar 2010 14:50:00	equests made for ESR Ferritin Abumin, Creatinine					his panel only made Prio Nor	e for this eity Loc mal GPDM mal GPDM	Ordered G8706579	status REQ REQ
	Most recent re Requested     10 Mar 2010 15:05:15     10 Mar 2010 14:50:00	equests made for ESR Ferritin Abumin, Creatinine					his panel only made Prio Nor Nor	e for this rity Loc mal GPDM mal GPDM mal GPDM	Ordered 68706579 68706579	Status REQ REQ REQ REQ
with	▲ Most recent re Requested 10 Mar 2010 15:05:15 10 Mar 2010 14:50:00 10 Mar 2010 14:50:00	equests made for ESR Fentin Abumin, Crestinine Pul Blood Count	r this patient:				his panel only made Nor Nor Nor	rity Loc mal GPDN mal GPDN mal GPDN mal GPDN	Drdered 08706579 08706579 08706579	Status REQ REQ REQ REQ REQ
ontinue with quest	Most recent r     Requested     10 Mar 2010 15:05:15     10 Mar 2010 14:50:00     10 Mar 2010 14:50:00     10 Mar 2010 14:40:02	equests made for ESR Fentin Abumin, Crestinine Pul Blood Count	r this patient:				his panel only made Nor Nor Nor Nor Nor	e for this rity Loc mal GPDN mal GPDN mal GPDN mal GPDN mal GPDN	Drdered 08706579 08706579 08706579 08706579 1 68706579	Status REQ REQ REQ REQ REQ

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

rofiles Sitions and ases ch Bone Pane	Biochem\Haem Request	Microbiology Request		mmunolog	4)	KE
itions and ases						KE
1505						
th 🛛 🔽 Bone Pane		GP Profile				
Liver pan						
	Electrolytes (Renal) e transaminase					
Panel Aspartate	e transaminase					
Select A	Deselect All		Ok	Can		aturn
Select A	All Deselect All		Ok	Can	icel and R	eturn
Select A	Deselect All		Ok	Can	cel and R	eturn
Select A	II Deselect All		Ok	Can	icel and R	eturn
Select A	All Deselect All		Ok	Can	icel and R	eturn
Select A	ul Deselect All		Ok	Can	icel and R	eturn
Select A	All Deselect All		Ok	Can	icel and R	eturn
Select A	All Deselect All		Ok	Can	icel and R	eturn
Select A	MI Deselect All		Ok	Can	icel and R	eturn
	ul Deselect All	To view seconds of the Is	To view all requests	for this p	satient, <u>cli</u>	ck hen
	nt requests made for this patient:	To view records of the te Investigations	To view all request	for this p	satient, <u>cli</u>	ck hen
⊥ Most rece	nt requests made for this patient:		To view all request	for this p for this p rity Loc	satient, <u>cli</u>	ck hen sk hen
⊥ Most rece Requested	nt requests made for this patient:		To view all request ests on this panel only made	for this p for this p ity Loc nal GPDM	oatient, <u>cli</u> oatient, <u>cli</u> Ordered	ck hen ck hen Statu REQ
↓ Nost rece Requested 10 Mar 2010 15:0 10 Mar 2010 14:50	nt requests made for this patient:		To view all requests ests on this panel only made Prior Nort	for this p for this p ity Loc nal GPDM nal GPDM	atient, <u>cli</u> atient, <u>cli</u> <b>Ordered</b> 60706579	ck hen ck hen Statu REQ REQ
↓ Most recei Requested 10 Mar 2010 16:50 10 Mar 2020 14:50 10 Mar 2020 14:50	nt requests made for this patient:		To view all requests ests on this panel only made Prior Nor Nor Nor	for this p for this p ity Loc nal GPDM nal GPDM nal GPDM	atient, clin atient, clin Ordered 60706579 68706579	ck hen ck hen Statu REQ REQ



- 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:-

	stails regarding your request. Onc	ce you have completed the details, click the 'Accept P	Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory.
General Details:			Order Details:
User:	Matti		T Immunology
Bleep / Contact No:			Tests in this order: Anti-Nuclear Ab (includes Centromere), ANCA (Neutrophil Cytoplasmic Ab), Ab to BNA (Sm, ANP, Ao,La etc.), Ab to Thyroid Peneridase
Requesting Consultant / GP:	AHMED, DR M		I want to fill out specimen details later
	ARMED, DR M		Priority: Normal
Location:	20 MRI		Sample collection options:
	20 MRI		Collect now (Print now - todays date)
Category:	NHS M		O Collect later (Print now - blank date)
	/		T Haematology HR
	/	1	Tests in this order: Ferricin, Serum Foliace
	/	\	Priority: Normal 💌
	/	1	Sample collection options:
			Collect now (Print now - todays date)
			O Collect later (Print now - blank date)
	Location	Requesting	
		Consultant	† Haematology
			Texts in this order: BSR, Sickle Cell/Thai Screen (Hg,opsthy), Full Blood Count, Red Cell Folste
			1 want to fill out specimen details later
			Priority: Normal
			Sample collection options:
			Collect now (Print now - todays date)
			More Tests Accept Request Review

- 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)



Your specimen labels will now be printed from the screen below:- (or 20) saved in EMIS if labels are not required at that point – see 22)



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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

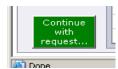
http://10.165.192.220 - Pending Requests - Microsoft Internet Explorer	
Patient Name: Mr Eight Editestpatient Hospital Ner: ICE5450 Sex: Male	DIDSBURY 💌
Date of Birth: 12 March 1972 NH5 no: 999 999 9530	CENTRE MEDICAL
Address: 5 Any Street, Dummyville, EX2 1AA Telephone No:	User:P84678M2
▼ Services	Powered CE
Pending Requests:	



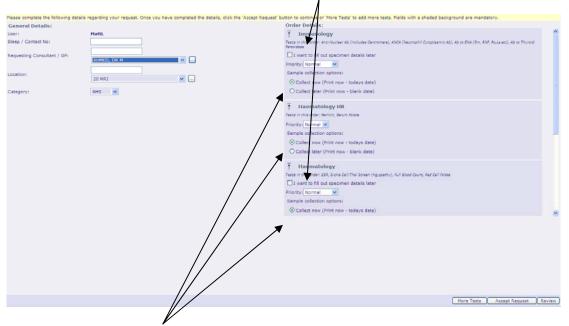
- 4) Choose "update order"
- 5) The following screen will open (add any additional requirements)

P Collections	Bi	ochem\Haem Request		P	licrobiology Request			Imm	nunolo	9¥		
laem/Biochem											KEY	
lon routine	Biochemistry			SHDG		F	Urine 24 Hr P	rotein				
onditions and iceaces		ctrolytes (Renal)	_	Thyroid Function			Parathyroid I		(ртн	,		
1503505	Liver panel	cu ony cos quentany		LH / FSH		_	Haematology					
earch	- C Aspartate tra	nsaminase					Full Blood Count					
	Bone Panel											
Set as	Lipid Panel					Anticoagulant Control						
Default Panel	Cholesterol			Prolactin Testosterone		Coagulation Screen						
	Gamma GT- (	GT		Carbamazepine								
	C 25-OH Vitami	n D	Phenytoin     Se			Serum Folate						
	T Iron / Iron 9	•				Ferritin						
	C Urate			Digoxin		F	Red Cell Folate					
	CK- Creatine	kinase		Lithium		Sickle Cell/Thal Scrn						
				C-reactive protein	(CRP)							
	Glucose			Urine Renal Panel		E	Pl. viscoscity					
	E HhAIr			Urine Microalhumi	nuria	E	FRC with Male	arial Par	asites			
	⊥ Most recent r	equests made for this	patien		view records of the test	s on	To view all re this panel only					
	Requested			Investigatio	ns			Priority	Loc	Ordered	Status	
	10 Mar 2010 15:05:15							Normal	GPDM	G8706579	REQ	
	10 Mar 2010 14:50:00									G8706579		
	10 Mar 2010 14:50:00									G8706579		
Continue	10 Mar 2010 14:48:02									G8706579		
request	10 Mar 2010 14:40:41	Ferritin, Serum Folate						Normal	GPDM	G8706579	REQ	
one												

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.



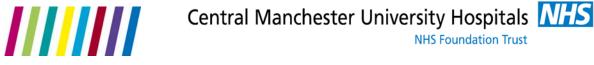
10) Your specimen labels will now be printed from the screen below and PCS will be updated.



## 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)

e <u>H</u> elp								~	
dules - Noternet	NHS NPfit		2 00 00 2 00 00 Protocols	Patient - Emisw	Aged 45, Ash	r Mickey Mouse (F croft Surgery 803 M19_3B5 tel no_r	Stockport Road		🕐 🕻
Add New Test Orde Update Order Patient Report	er <b>S</b> - Sample No <b>F</b> - Full Sample <b>T</b> - Patient Re	e Queue 🛛 🛛 R - Patient Requ	ests Z - Configura	ation H-	-Medication Full History	¥ -Values ¥ -Summary	₩ -Pro C -Con	oblems sultations	
							Pa	age 1 of 2. 🛚 🕇	1 2 🕨
Date	Stat Date	Code Description		Requestor	Last	t User	Priority	Batch Stat	No in Ba
Requests									
01/02/2010	01/02/2010	Cholesterol		Dr Craig Frame	e DrC	raig Frame	Normal	Requested	1
Complete									
01/02/2010				Dr Craig Frame		raig Frame	Normal	Fully Complete	
01/02/2010		Epstein Barr Virus		Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	
01/02/2010	01/02/2010	Aspartate transamina:	ie -	Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	CMV IgG Avidity Test		Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	CD4 Profile		Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	2
01/02/2010	01/02/2010	Sm muscle/mito/GPC		Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	1
29/01/2010	29/01/2010	Red Cell Folate		Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	2
29/01/2010	29/01/2010	Testosterone		Dr Craig Frame	e DrC	raig Frame	Normal	Fully Complete	1
Deleted									
01/02/2010	01/02/2010	Anticoagulant Control		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	Thyrd Peroxd		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	2
01/02/2010	01/02/2010	Toxoplasma Immunity	Screen	Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	Sickle Cell/Thal Scrn		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	Testosterone		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	Herpes Simplex 1 & 2	(mmunity Screen	Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	1
01/02/2010	01/02/2010	Bone Panel		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	1
29/01/2010	01/02/2010	Progesterone		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	2
29/01/2010	01/02/2010	Urate		Dr Craig Frame	e Dr C	raig Frame	Normal	Fully Complete	2
ight click on grid for	more options	NUM	OVB Mon 01	Feb 2010 11:54	Dr Craig Fran	ne @ The Arora Prac	tice (172 27 141 2)		



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

dules Internet	NHS	Tasks 00 00 Accts 00 00 Protocols	emisteres	No. 1976S, Mr Mickey Mouse (Pr Aged 45, Ashcroft Surgery 803 5 Manchester M19 385 tel no ni	tockport Road		() Help	•
Add New Test Order Update Order Patient Report	5 - Sample Now         B - View Or           F - Full Sample Queue         R - Patient           T - Patient Report List         L - Location	Requests Z - Config.	ration H-Full		W -Pri C -Cor	oblems isultations		
					P;	age 1 of 2. 🕅 ┥	1 2	۲
Date Requests	Stat Date Code Description	Add New Test Reque Update Order Patient Report	24	Last User	Priority	Batch Stat	No in B	sat
01/02/2010	01/02/2010 Cholesterol	Sample Now	1e	Dr Craig Frame	Normal	Requested		
Complete		Full Sample Queue Patient Report List						
01/02/2010	01/02/2010 lipid Panel	View Batch Info	he	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Epstein Barr Virus	Patient Requests	he is	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Aspartate transan	Location Report List Test Details	he	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 CMV IgG Avidity Te	IST Move Order	, ie	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 CD4 Profile	View/Change Confid	entiality Policy e	Dr Craig Frame	Normal	Fully Complete	2	
01/02/2010	01/02/2010 Sm muscle/mito/Gi	PC	Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
29/01/2010	29/01/2010 Red Cell Folate		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	2	
29/01/2010	29/01/2010 Testosterone		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
Deleted								
01/02/2010	01/02/2010 Anticoagulant Con	trol	Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Thyrd Peroxd		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	2	
01/02/2010	01/02/2010 Toxoplasma Immu	nity Screen	Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Sickle Cell/Thal Sc	n	Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Testosterone		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Herpes Simplex 1	& 2 Immunity Screen	Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
01/02/2010	01/02/2010 Bone Panel		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	1	
29/01/2010	01/02/2010 Progesterone		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	2	
29/01/2010	01/02/2010 Urate		Dr Craig Frame	Dr Craig Frame	Normal	Fully Complete	2	

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

			rnet Explorer					
atient Name:	Mr Eight Editestpatient	Hospital No.:	ICE5450	Sex:	Male			
ate of Birth:	12 March 1972	NHS no:	999 999 9530					
ddress:	5 Any Street, Dummyville, I	X2 1AA		Telephone No:				er:P84678M2
Services							Pow	
ending Requ	uests:							
Date/Time Re	equested Investigations (	Request Comments	, Clinical Details)	NHS No.	Patient	Address	Loc Ordere	d By Status
	13:56 C - Full Blood Count					5 Any Street, Dummyville, EX2 1AA		
21/Apr/2010	13:56 B - Bone Panel / H - Live	ar panel / UE - Urea a	nd Electrolytes (Aenal)	9999999530	Editestpatient, Eight	5 Any Street, Dummyville, EX2 1AA	GPDM P8467	8M2 POS
<< Previ	ious Page					(	Next	Page >>
<< Previ	ous Page					V Found New Hardware	×)	Page >> Page 1 of

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



# Central Manchester University Hospitals

**NHS Foundation Trust** 

**Directorate of Laboratory Medicine** 

🗖 EMIS OnLi	ine Test Request h	ntegration			
Patient Name: Date of Birth:	Mr Michael Mouse 01 January 1965	Hospital No.: NHS no:	ICE4963	Sex: Male	
Address:	Ashcroft Surgery 8	03 Stockport Road, Levenshulme	, Manchester, M19	Telephone No:	User:G8032654
▼ Services					Powered Dy ICE
Username Bleep / Co Requestin Location: Clinical De Priority: Telephone ICEMail Re Category:	ontact No: g Consultant / GP: etails: e Results: esults:	G8032654 DR AC FRAME (G8032654) ASHCROFT SURGERY test Normal No NB NHS 1 × Vacutainer yellow top		Biochemistry Tests in this order: Cholesterol Sample collection options:     Collect now     Collect tomorrow     Collect later Accept Request	
Additio	onal Informat	ion			
Examir	nation(s) Red	quested			
Choleste	rol				
					V

7) The action will then be filed in EMIS



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



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

				-				
http://10.10	🗿 http://10.165.192.220 - Pending Requests - Microsoft Internet Explorer							
Patient Name:	Mr Eight Editestpatient	Hospital No.:	ICE5450	Sex: Male	DIDSBURY			
Date of Birth:	12 March 1972	NHS no:	999 999 9530		Centre Medical			
Address:	5 Any Street, Dummyvill	e, EX2 1AA		Telephone No:	User:P84678M2			
• Services					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.

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- 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



## Support details

**NHS Foundation Trust** 

### 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 <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 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)