

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.

|] - 😚 Intern | - MHS - 🥶 - 🔍 - A | esta 32 0 esta 0 0 🍑 Prot | 🎠 - 🔏 - 🔤 | No. 12593 Mr Micky Mou 655 Kingsway Burnage M 01223 3333333 (Dr M M Cant) Play Pat | ise 01/01/1965 Male Aged 43 Hanchester M19 IRD 012336566666 ient | Help |
|-----------------|---------------------------------|---------------------------------|------------------------|--|--|------------|
| 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> \$* | X 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 | | | ^ | | | |
| 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, cli | 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> Ordered 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

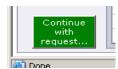
| http://10.165.192.220 - Pending Requests - Microsoft Internet Explorer | |
|--|----------------|
| Patient Name: Mr Eight Editestpatient Hospital Ner: ICE5450 Sex: Male | DIDSBURY 💌 |
| Date of Birth: 12 March 1972 NH5 no: 999 999 9530 | CENTRE MEDICAL |
| Address: 5 Any Street, Dummyville, EX2 1AA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



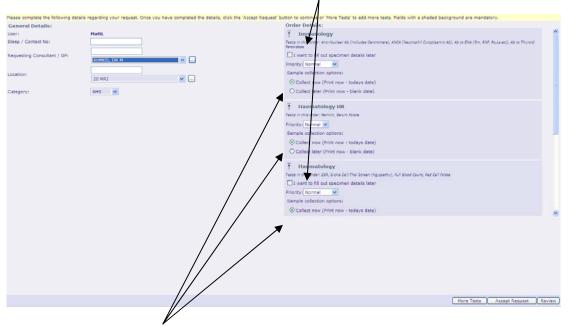
- 4) Choose "update order"
- 5) The following screen will open (add any additional requirements)

| 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.



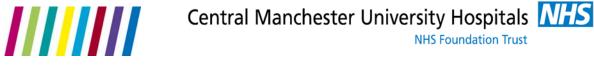
10) Your specimen labels will now be printed from the screen below and PCS will be updated.



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 S - Sample No F - Full Sample T - 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.

.

- 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)