



EMIS WEB

Sunquest ICE System User Manual





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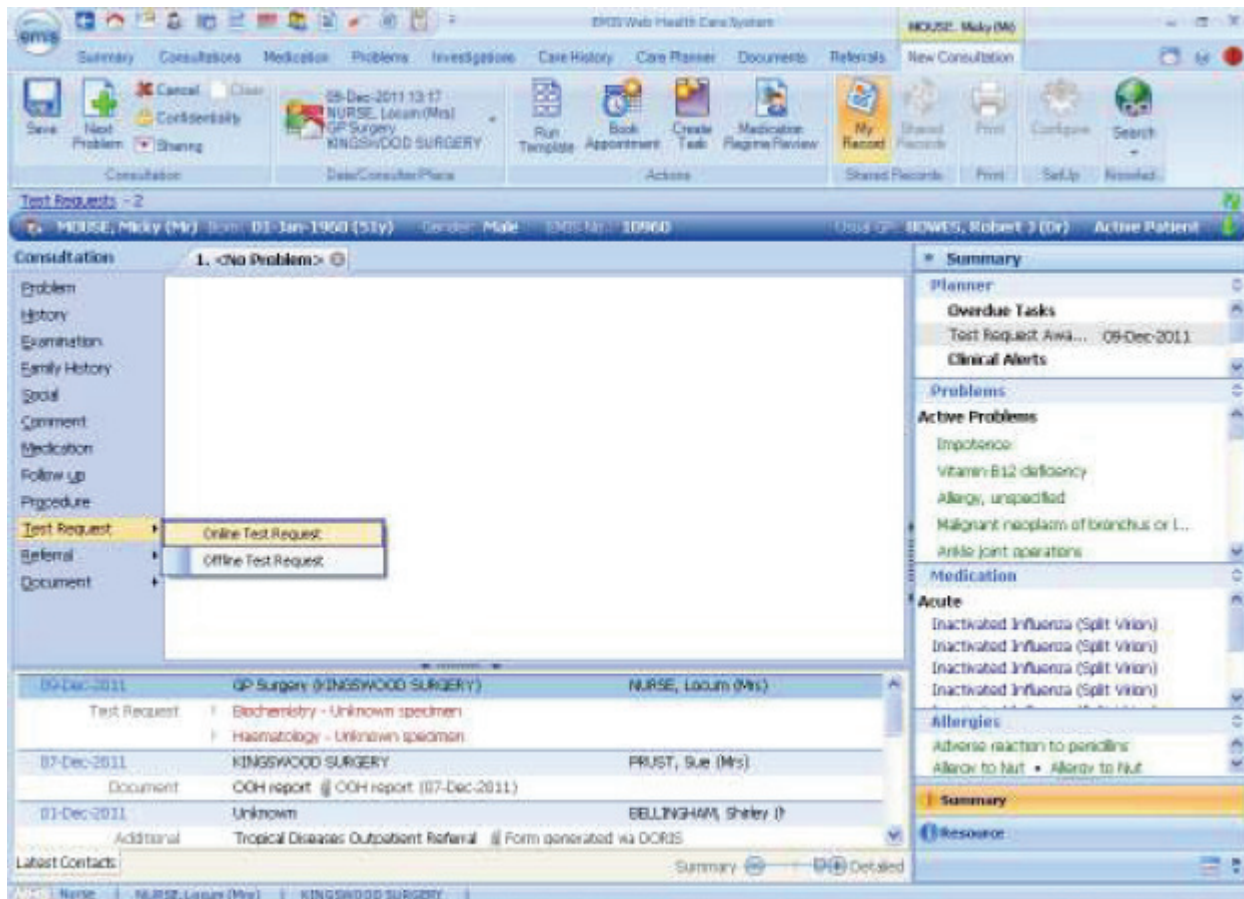
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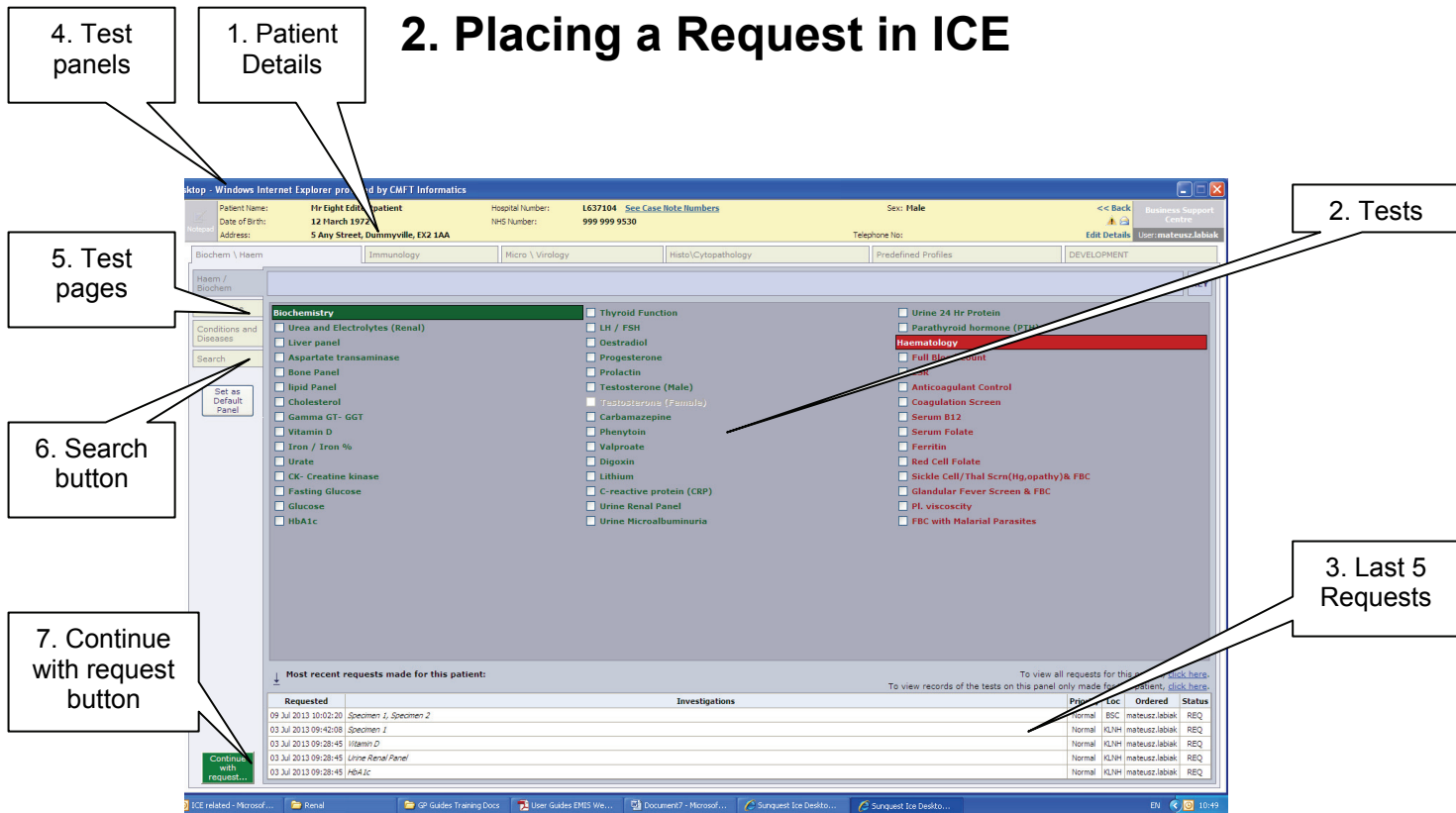


1. Making a Pathology Request from EMIS Web

1. Find the patient within EMIS Web in the usual manner
2. Open a new consultation
3. Select **Test request**



4. Select **Online Test Request** & the following screen appears confirming the test provider as Central Manchester University Hospitals NHS Foundation Trust
5. Click the **OK** button – you will now be transferred to the ICE requests page



Navigating Around the Test Request Screen

1. **Patient Details** -these are pulled from EMIS
2. **Tests** – click on the test name or tick box to select a test
3. **Last 5 requests** – details of the last 5 requests made for this patient on ICE.
4. **Test panels** – designed for each laboratory discipline. These display the commonly requested tests from Primary Care
5. **Test Pages** – designed to display additional tests that can be requested for each pathology discipline
6. **Search button** – for use if you cannot find a particular test
7. **Continue with request button** – click on this to move to next screen

There is also a Services menu bar which will allow you to navigate around the ICE environment. This will allow you to view reports & previous requests for

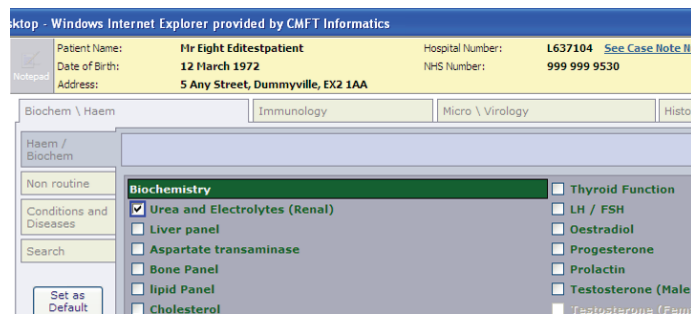


individual patients & for the practice, depending on your permissions level.

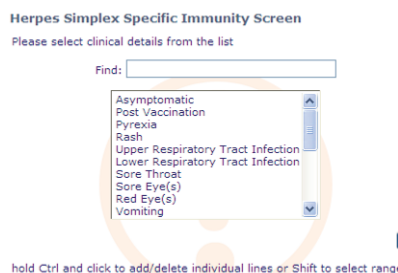
Selecting a Test

Once you have selected a test the following may occur:

1. Nothing – A tick appears beside the test. You must then click on the Green 'Continue with request' button at the bottom left-hand corner of the screen



2. A pop-up box requesting more information will appear. This is particularly for Microbiology and Virology requests. These questions have been designed to gather as much information as possible & reduce the requirement for free-texting



3. For time restricted test a warning box will appear stating that the test has been previously requested with the opportunity either to continue with the request or not, as appropriate



Searching for a Test

The majority of tests requested in General Practice can be found either on the discipline panels (arranged horizontally across the top of the request) or on the specific pages (arranged vertically down the left-hand side of the request) If you cannot find a particular test on any of the test pages you can use the search facility.

The Search button is found at the bottom of the horizontal tabs. Clicking on this brings up the search function. Type in the test you wish to find (limit the number of characters to 3 to take account of any spelling anomalies) and then Make sure that options below are selected:



Click on the Search button (you may need to scroll down the page to find this, depending on your screen resolution & then scroll back up to view the tests found).

A list of tests will appear that you can then select in the usual manner.



Biochem \ Haem | Immunology | Micro \ Virology | Histo\Cytopathology | Predefined Profiles | DEVELOPMENT

Haem / Biochem [KEY]

Non routine

Conditions and Diseases

Search

Set as Default Panel

Search:

for

Tests

Test Collections

Name:

fo

Search in:

this panel only

all tests/collections

Search type:

descriptions

codes

descriptions & codes

Search for text:

Anywhere in name

From the start of the name

Search

Serum Folate

Red Cell Folate

↓ Most recent requests made for this patient:

To view all requests for this patient, [click here.](#)

To view records of the tests on this panel only made for this patient, [click here.](#)

3. Completing a Request

1. Select all the tests you require for the patient
2. Click on the Green **Continue with Request** button
3. You are now presented with the Request Details Screen



The screenshot shows a web-based form for requesting laboratory tests. At the top, patient information is displayed: Patient Name: Mr Eight Editestpatient, Date of Birth: 12 March 1972, Address: 5 Any Street, Dummyville, EX2 1AA, Hospital Number: L637104, NHS Number: 999 999 9530, Sex: Male. The user is identified as matusz.labiak. The form is divided into several sections: 'General Details' with fields for User, Bleep/Contact No, Requesting Consultant/GP (set to TEST, DR, GP), and Location (set to TEST OP LOCATION CODE). A 'RELEVANT CLINICAL DETAIL' section is present for additional information. The 'Order Details' section is expanded to show three categories: Microbiology, Virology, and Immunology. Each category has options for 'I want to fill out specimen details later', 'Priority' (set to Normal), and 'Sample collection options' (with 'Collect now' selected). At the bottom right, there are buttons for 'More Tests', 'Accept Request', and 'Review'.

Left-hand Side of the Screen

Here you find the requestor details

- **User** – this will be pre-populated with the user making the request
- **Bleep/Contact No** – This can be entered if required. However it will be **mandatory** if the 'Please Telephone Results' box is ticked or the priority is **Urgent**
- **Requesting Consultant/GP** – This will be automatically completed if you are ordering in your own right. If you are placing an order on behalf of another user you will need to select that user from the dropdown list
- **Location** – This will be automatically completed with the Practice name.
- **Global Clinical Details** – This is an area where you may type in any further information that has not been previously captured. This is a non-mandatory field and will take up to 1000 characters. However, please be aware that the Laboratory system can only accept the first 35 characters!
- **Category** – Please select either NHS or Private (default is NHS)

Right-hand Side of the Screen

Here you will find the specific order details for each of the laboratory disciplines



The screenshot shows a web-based form titled 'Order Details' with three sections: Microbiology, Virology, and Immunology. Each section has a 'Tests in this order' list, a checkbox for 'I want to fill out specimen details later', a 'Priority' dropdown menu (set to 'Normal'), and 'Sample collection options' with radio buttons for 'Collect now (Print now - todays date)' and 'Collect later (Print now - blank date)'. The 'Collect now' option is selected in all three sections.

There is a choice of 3 collection options available at this stage of the requesting process.

1. I want to fill out specimen details later

Selecting this option will postpone the completion of the request until the phlebotomist has collected the sample. Selecting this option overrides any defaults

2. Collect Now

This is the default option for specimen collection at the time of consultation.

This will print a form and a label for Cellular Pathology requests

This will print only one label per sample for Haematology, Biochemistry & Immunology requests, three labels (one sample label and two bag labels) for Microbiology & Virology

The date/time collected will be printed on the label

3. Collect Later

To be used when the patient will collect their own sample (eg urine, stool)

This will print a form (Cellular Pathology) and label(s)

The date/time collected will not be printed on the label & will need to be added by the patient/phlebotomist once the specimen has been taken.

Once the order details have been completed for each discipline there are 3 further options:

1. **More Tests** Click on this to select more tests
2. **Accept Request** – This completes the request & takes you to the printing screen
3. **Review** – Allows you to review the tests requested on a summary screen. This will also allow you to view the specimen containers required for the tests by showing a print preview of the label

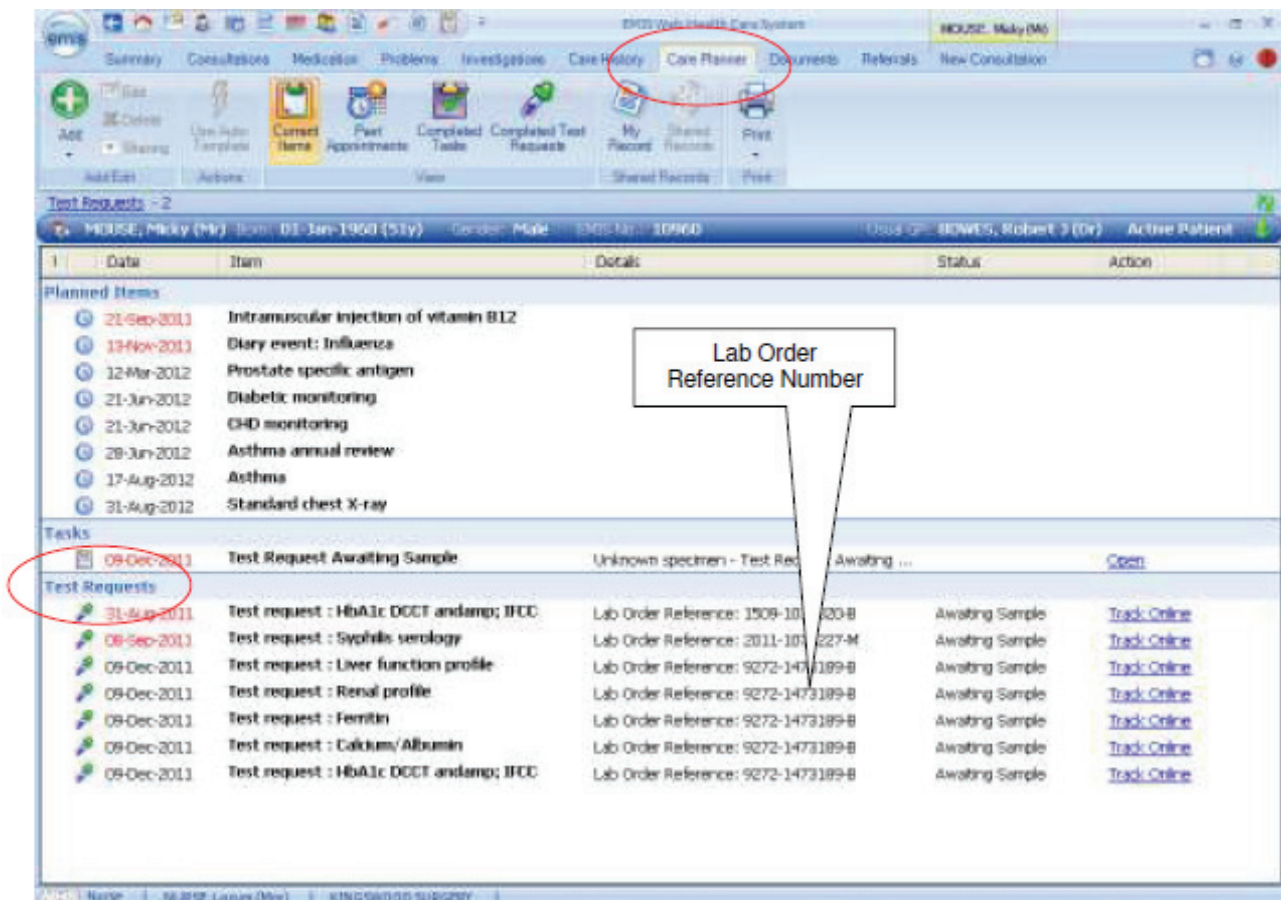
5. Collecting a Specimen for postponed orders



When “I want to fill out specimen details later” option selected and labels not printed

The method of collection differs depending on the number of requests made across different disciplines

1. Select patient from Appointments List
2. Type in **M** using the keyboard
3. Select **Care Planner** at top of screen



4. Use scroll bar to get to bottom of page & search for ‘**Test Requests**’
5. Select test request – this will have **awaiting sample** in right hand column
6. Click on ‘**Track On-Line**’. You will now enter ICE

Depending on the number of requests that share the same Lab Order Reference Number you will enter the following screens in ICE:

Single Discipline Requests (Unique Lab Order Reference Number) – Single ICE Order

You will now enter the ICE General Details Screen (section 3.3 page 7)

7. Click on **Accept Request**
8. Correct number of labels print for the tests collected



9. Once all labels have printed click on the **Proceed** button.

A dialogue box will appear signalling that the data will be filed back into EMIS

10. Click **OK** – You will now be returned to the EMIS Web Care Planner and the tests will have been removed from the Test request List & will appear in the Completed test Requests List under the appropriate icon.

Multiple Discipline Requests (Different Lab Order Reference Numbers)

Each pathology discipline (Haematology, Biochemistry, Microbiology etc) is set up in ICE as an individual Provider. This will mean that requests for blood tests, for example, for Haematology and Biochemistry are treated by ICE as separate requests on one order.

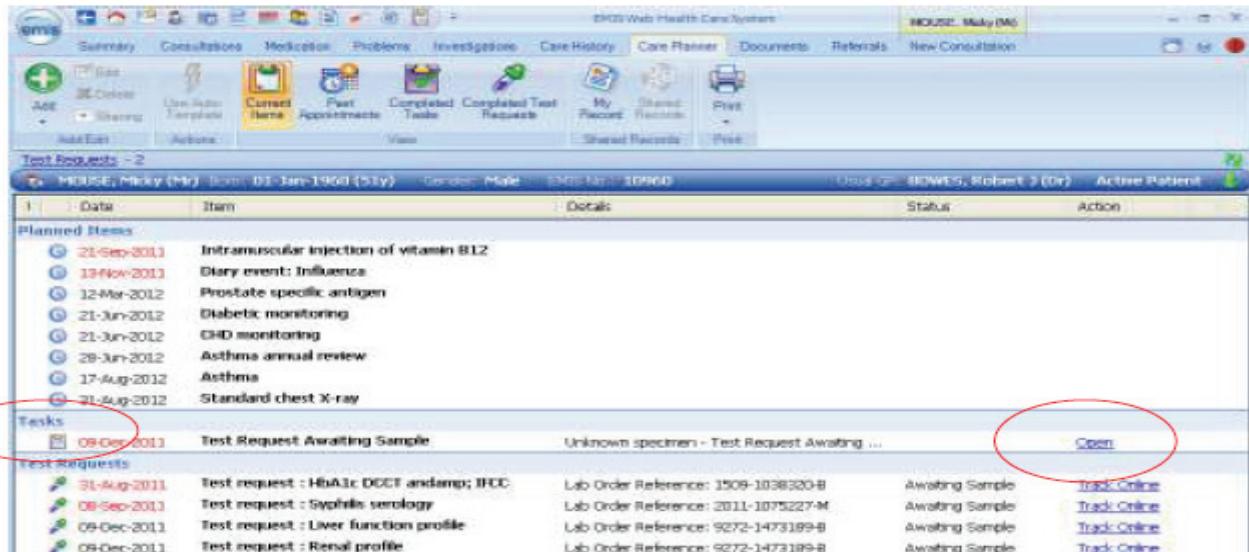
1. Perform steps 1 – 6 above
2. A list of samples to be taken appears
3. Select the first test
4. Click on **Accept Request** to print labels for first test
5. Once this label has printed, click on the **Services** menu
6. Select **Patient Sample Queue** from the drop down list
7. Repeat as required for the number of requests placed
8. Once all labels have printed Click on **Proceed** to return to EMIS as above

6. To Add or Delete Tests

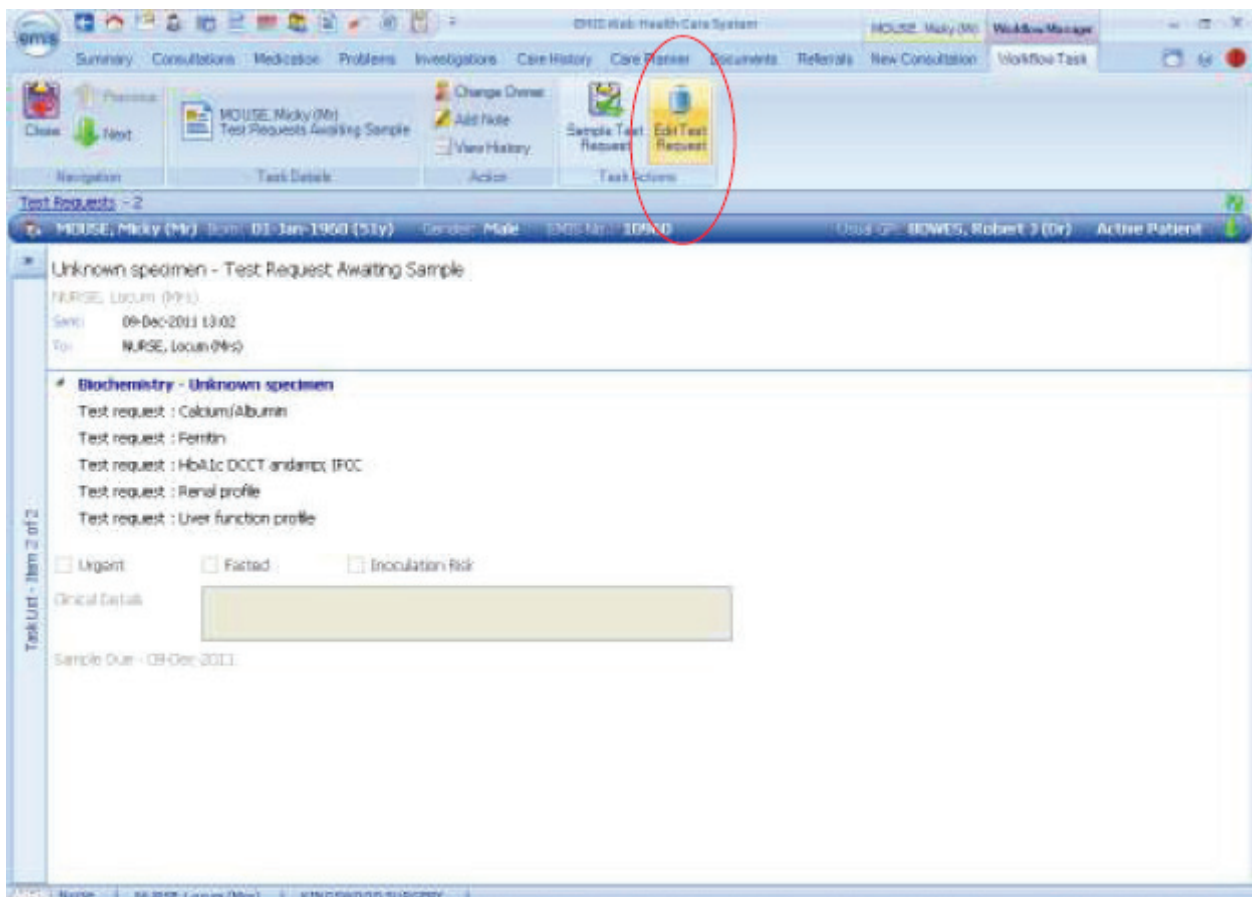
Tests can be added to, or deleted from, an electronic request up to the point of specimen collection.

To Edit a Test in ICE

1. Find the patient in EMIS web
2. Click on the **Care Planner** tab at the top of the screen
3. Scroll down to the **Tasks** section of the planner



4. Select test and click on **Open** – This takes you to the workflow task in workflow manager
5. Click on the **Edit Test Request** icon. You will now enter ICE on the request to be updated



6. Once in ICE:
 - I. Edit the test as required – **select additional tests or de-select as necessary**



II. Click on green 'Continue with request...' button

III. Accept the request. – This will write the amended test back into EMIS Web

To Delete an Entire Request in ICE

7. Follow steps 1 – 5 above

8. Select the **Services** menu

9. Select **Patient Request List** from drop-down menu

10. Select the request for deletion

11. Click on this request & select **Delete Request** from list

12. Enter reason for deletion

13. Close ICE using the Red Cross at the top right hand corner of the screen – **This will not delete the request in EMIS Web** – please see next section to delete from the patient record at the surgery

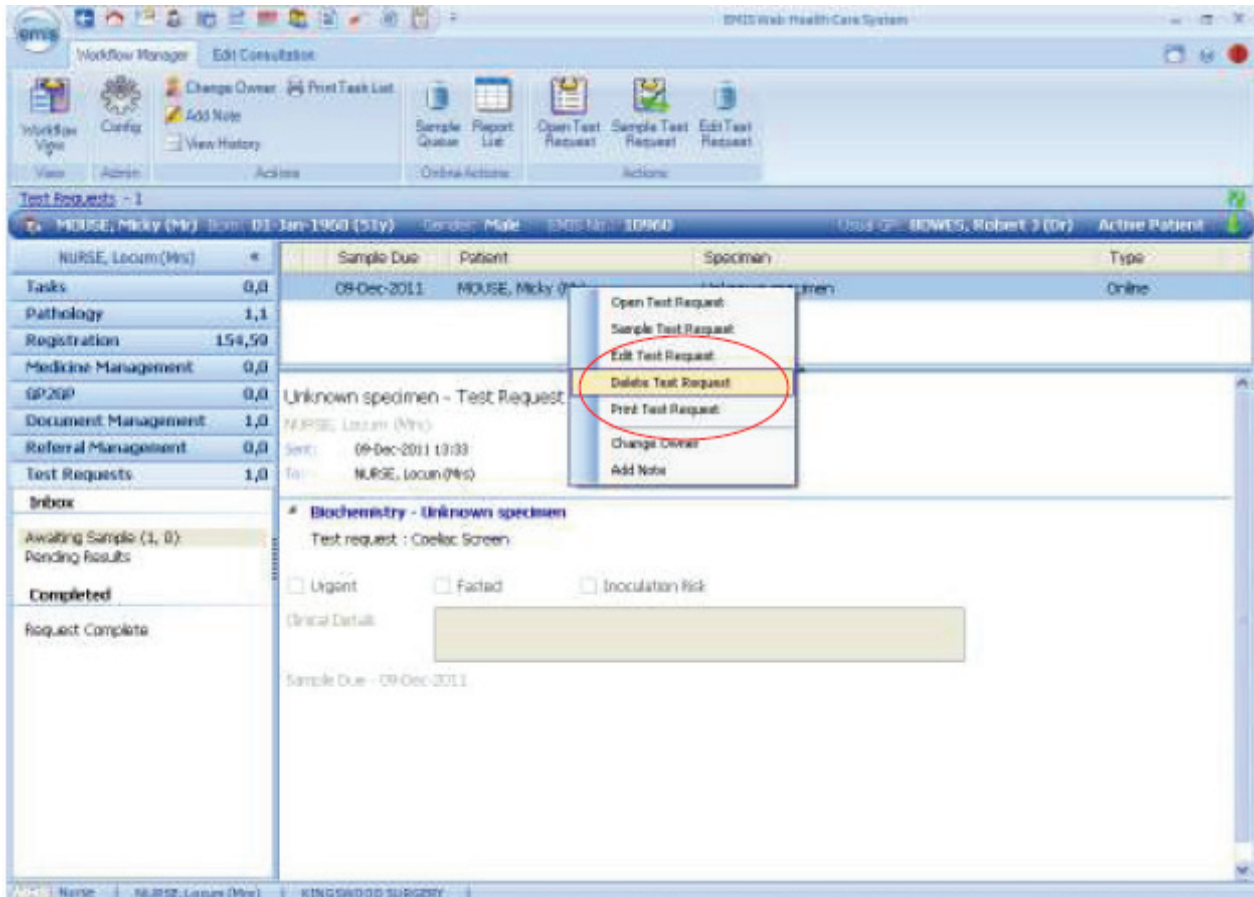
Deleting a Request in EMIS Web

1. Select **Workflow Manager**

2. Click on **Awaiting Sample**

3. Right click on patient name

4. Select **Delete test request** from drop down list



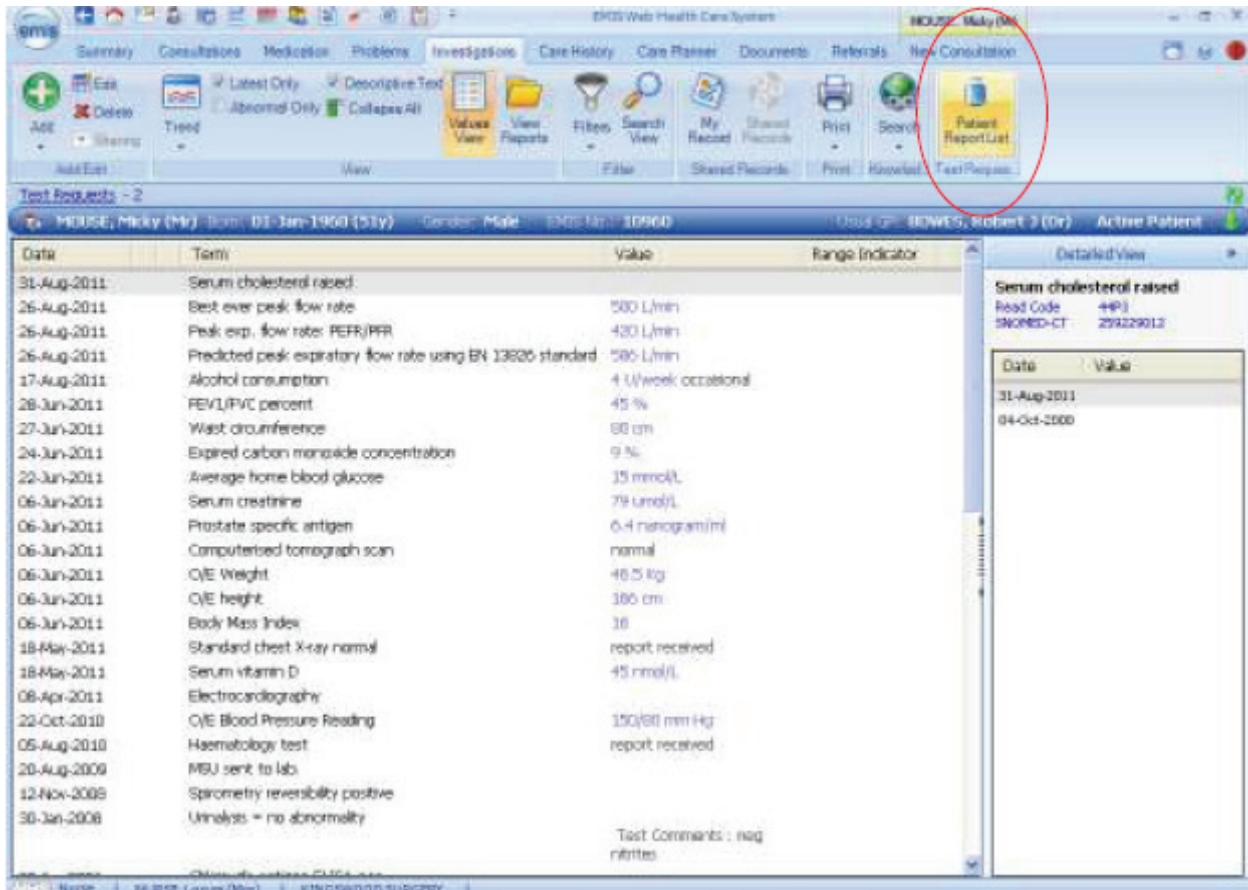
5. Type in reason for deletion if asked – this will remove the test request from the workflow manager & the care planner BUT will not remove it from ICE

NB Once the specimen has been collected it is advised that you contact the laboratory to discuss the addition of any other tests to the request.

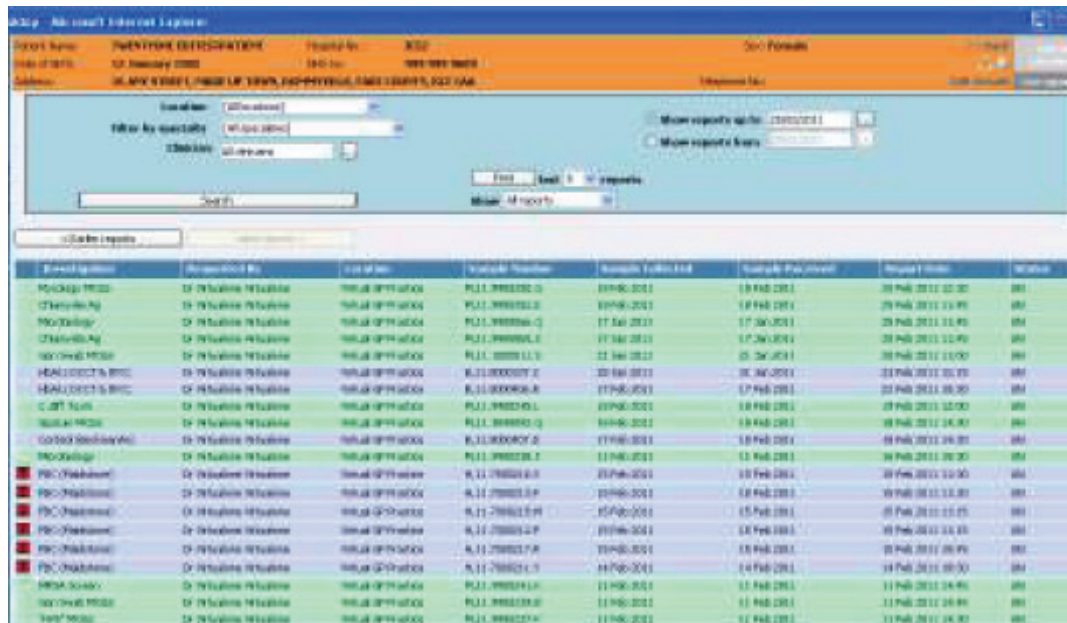
7. Viewing a Patient Report

Reports may be viewed in EMIS in the normal manner. However, ICE will also display reports generated in Secondary Care. These can then be downloaded, at the GPs discretion, into the GP electronic patient record to provide a complete pathology record.

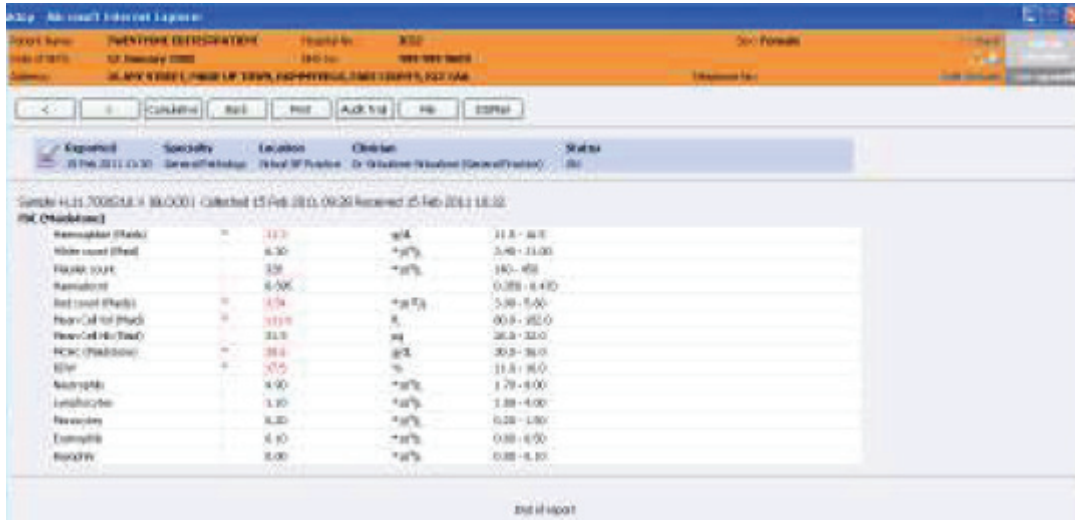
1. Find patient in EMIS Web in the normal manner
2. Enter the consultation screen
3. Select the **Investigations** tab at the top of the screen
4. Select **Patient Report List**



5. The Patient Report list appears showing all the reports available for the selected patient



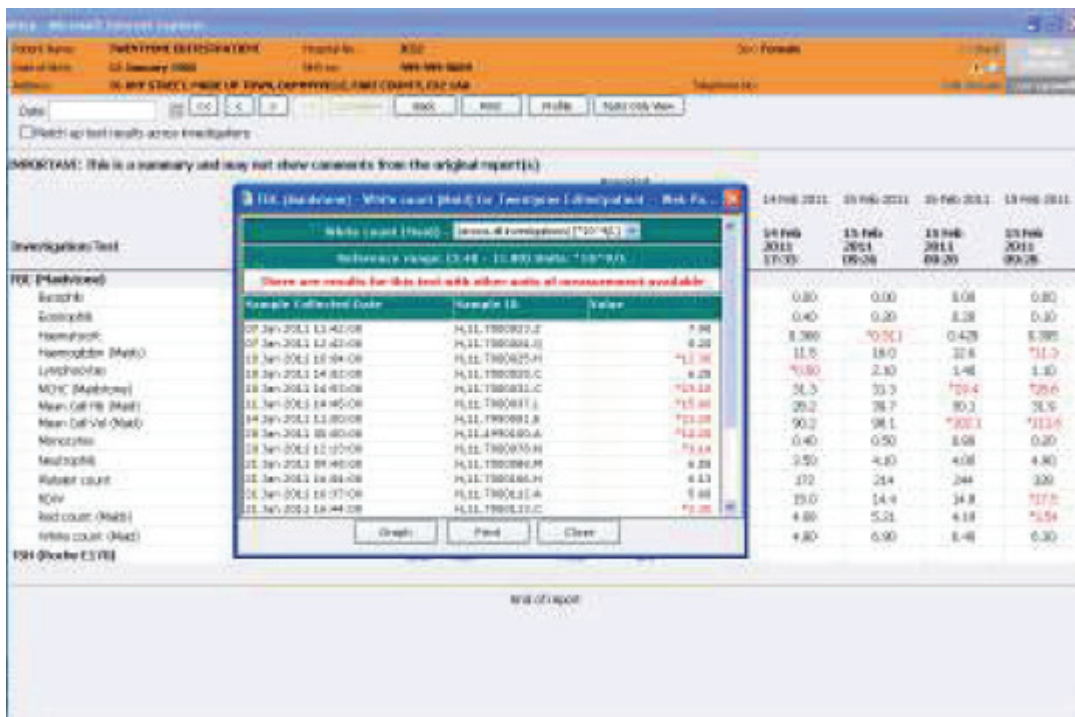
6. Select report to view by clicking on the line of the report



The reports can be filtered using the search fields at the top of the screen.

The following options are now available:

- The < and > buttons allow you to move to earlier or later reports for the same test
- The **cumulative** button allows you to view the cumulative results for the selected patient



This screen displays the patient's results in chronological order.

Using the < and > buttons allows you to scroll from left to right across the page to view more sample dates.

- Clicking on a selected test in the left-hand column will display a summary window of the results for that test



- Clicking on the **graph** box in the summary window will display a graph of the results for that test. The reference ranges are shaded green

NB: The first graph will take a long time to download. After this, they should load more rapidly.



Downloading Hospital Reports

As stated previously, Hospital generated pathology reports can be downloaded from ICE into the GP system. The patient report screen will display a **Download** button on the right-hand side of each report. Clicking on this will mark the report for download and it will be queued for the next scheduled PMIP run.



Appendix A - Setting Up Password

The ICE password is set using the EMAS Manager. This is only available to an Administrator.

1. Click on the EMIS ball at the top left hand corner of the screen
2. Select **System Tools**
3. Select **EMAS Manager**
4. Select **Test Requests**
5. Highlight the Provider Trust
6. Select **Users**
7. Click on the user name
8. Type in the password as required (Password will be provided by the Trust)
9. Click **OK**
10. Save settings

