



Cervical Cytology ICE system user manual

Instructions for Greater Manchester, Cumbria and Lancashire Non-GP users
accessing ICE Desktop via Internet Explorer

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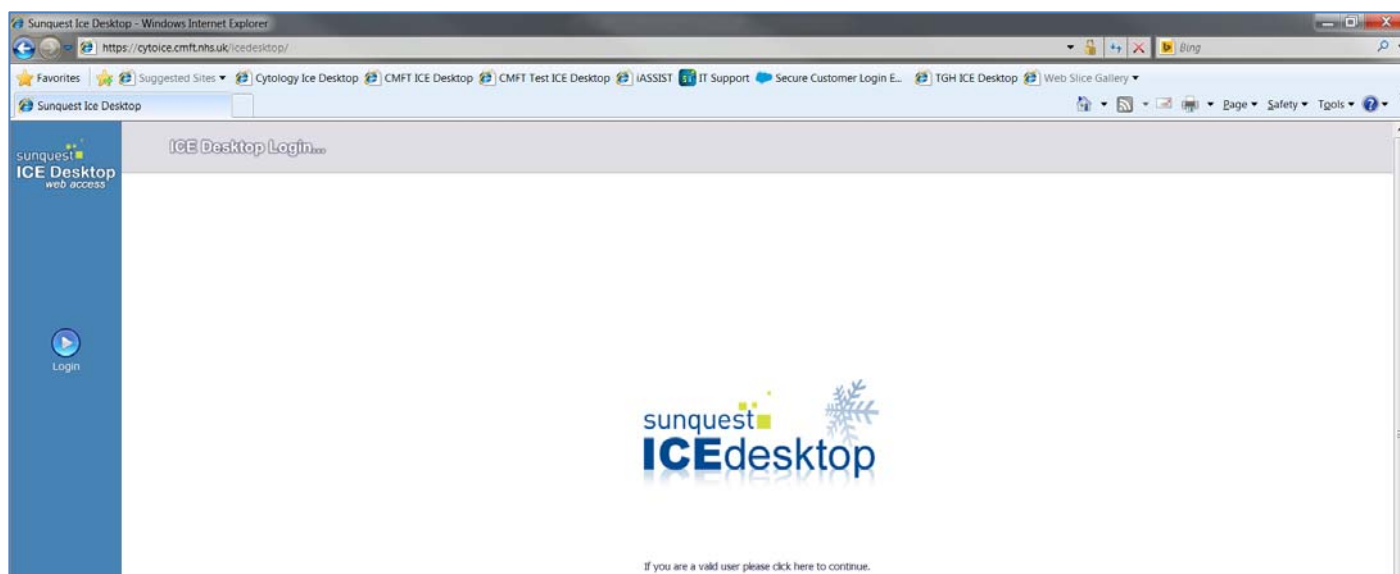


Directorate of Laboratory Medicine

1. Access and login instructions

1.1. Internet Explorer web browser:

Open Internet Explorer and copy the <https://cytoice.cmft.nhs.uk/icedesktop/> link into the address bar, hit <enter> to navigate to the ICE Desktop website



(Please note that ICE is currently only compatible with the Internet Explorer browsers)

1.2. Login to ICE Desktop application:

Click on either 'ICEdesktop' logo on centre of the screen or on 'Login' button on the left side of the screen, login page will be displayed. Login using your personal user credentials:

	Username:	Password:
Default	GMC or NMC	<i>An initial password will be provided by the laboratory IT service desk. If you have not already received a password, please contact labs.sd@cmft.nhs.uk</i>

Once you have successfully logged in and saved your new personal password, you will be prompted to select the login location from the drop down list.

Note:

Ensure you select the correct location as this will be used by the laboratory to return test result for that patient to the correct location (this is for the paper copy sent by post).





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2. Patient records

2.1. Searching for a patient

Once logged-in you should see the page below, use NHS number only to perform search on the existing patient database

The screenshot shows the Sunquest ICE Desktop web interface. The search value is '9999999484' and the search type is 'NHS Number'. The search results table is as follows:

Hosp No.	Surname	Forename	DOB	Sex	NHS Number	Address	List
ICE2	Editestpatient	Three	19/07/1978	F	999 999 9484	Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE	<input type="checkbox"/>

Note:

Ignore the 'Patient name', 'Hospital number' and 'Date of Birth' options as these are deactivated and will not display any results even when matching patient record is held by the system.

System will now display a patient record identified during the search, click on it to select it. Patient details will display on the top pane, always ensure that the correct record is selected.

The screenshot shows the Sunquest ICE Desktop web interface with patient details and a list of events. The patient details are:

Patient Name: Ms Three Editestpatient
Date of Birth: 19 July 1978
Hospital Number: ICE2
NHS Number: 999 999 9484
Sex: Female
Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE
Telephone No:

The event filter is set to 'All' and 'Include episodes' is checked. The results per page are 20. The event list is as follows:

Event	Description	Clinician	Location
Order placed	XYZ2 Virtual Test 2	TEST1	ZZZ
Order placed	XYZ1 Virtual Test 1	TEST1	ZZZ
Order placed	RPT Cervical Screen	TEST1	ZZZZ23
Order placed	RPT Cervical Screen	TEST1	ZZZZ26
Order placed	RPT Cervical Screen	TEST1	ZZZZ23
Order placed	RPT Cervical Screen	TEST1	ZZZZ24
Order placed	RPT Cervical Screen	TEST1	ZZZZ24
Order placed	RPT Cervical Screen	TEST1	ZZZZ24
Order placed	RPT Cervical Screen	TEST1	ZZZZ24



2.2. Editing an existing patient record

Note:

Once you have found and selected patient record for editing, click on 'View Details' button located in right hand corner of the patient details pane:

You will now see the following summary screen, click on 'Edit Patient' button to edit the record:

Once you are happy with changes, click on 'Save patient details' button to update it.



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2.3. Creating new patient records

Despite our best efforts, there may be times when the patient record you are searching for doesn't exist in the system yet.

Should you identify any missing patient records, you will have to create new patient record in ICE before completing the Cervical Screen electronic request.

Note:

Follow steps from section 2.1 ensuring that no patient record exists for that NHS number, if it does but needs amending please follow instructions in section 2.2 instead to avoid duplicate records being created!

When you are absolutely sure that no previous records exist for that patient, click on the 'Add new patient' button located on the top pane following an unsuccessful patient search:

You will be presented with the new patient entry form, ensure that details entered have been previously validated and don't contain any mistakes.

The following details are mandatory:

- NHS Number (verified)
- Title
- Forename
- Surname
- Date of Birth
- Sex
- Address
- Postcode
- Contact number

Note:

It is very important that patient's postcode is entered in the correct format i.e. all letters are in upper case – M13 9WL

Once completed, click on 'Add patient to ICE' to create new patient record ready to submit new electronic test request (see next section).





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3. Ordering Cervical Screen

3.1. Finding and selecting new test request

Now that you have selected the correct patient record, you should be able to make a new Cervical Screen electronic request.

To do so, click on the 'New Request' button located on left side of the screen under the 'Requesting' tab:

The screenshot shows the sunquest ICE Desktop web access interface. On the left is a navigation menu with options: Patient Search, Manuals, Reporting, Requesting, New Request, and View Requests By Patient. The main area displays patient information for 'Two EDITESTPATIENT' (Date of Birth: 29 February 1964, Address: Aqueous II, Waterlinks, Aston Cross, B6 5RQ). Below this is an 'Event filter' set to 'All' and a table of test requests. The table has columns for 'Event' and 'Description'. The first row is 'continuation of non episode range'. Subsequent rows are 'Report issued' with various sample collection times. A 'Timeline' sidebar on the left shows dates from 16/02/2012 to 20/03/2012.

Event	Description
continuation of non episode range	
Report issued	Report
Report issued	Report
Report issued	Report, Report
Report issued	Report, Report
Report issued	Report
Report issued	Sample Collected: 16/03/2016 12:00
Report issued	Report
Report issued	Sample Collected: 16/03/2016 11:49
Report issued	Report
Report issued	Sample Collected: 16/03/2016 11:52
Report issued	Report, Report
Report issued	Sample Collected: 16/03/2016 12:04
Report issued	Report, Report
Report issued	Sample Collected: 16/03/2016 12:04
Report issued	Report, Report
Report issued	Sample Collected: 16/03/2016 12:06

You will be automatically navigated to the relevant requesting page.

Click on the little book symbol next to 'Cervical Screen' test to open the attached link containing further information about the screening programme or test itself.

Once happy with the information, please click on 'Cervical Screen' to select it and proceed to the questionnaire.

The screenshot shows the GMCS Cervical Screen test selection screen. It displays patient information for 'Ms Three EDITESTPATIENT' (Date of Birth: 19 July 1978, Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE). A yellow banner at the top states: 'Note: if the cervix looks abnormal, this test is not appropriate in primary care'. Below this, a 'Note' box says: 'Note: If the cervix looks abnormal, this test is not appropriate in primary care.' A search bar contains the text 'Cervical Screen'.

You will now be asked to complete the request questionnaire, please see next section for details.



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3.2. Completing the questionnaire and clinical details page

You will be now asked to complete the questionnaire providing details requested by the laboratory.

Note:

The 'Condition', 'Appearance' and 'Haemorrhage' fields allow for multiple selections (hold 'Ctrl' button on your keyboard to select more than one option clicking on them with the mouse). Selecting some of the options will result in additional free-text or calendar pop-ups to be entered (after clicking 'OK' on the questionnaire).

The screenshot shows a web browser window titled "Rules -- Webpage Dialog" with a close button (X) in the top right corner. The main content area is titled "GMCS - Rule Panel" and contains several sections for data entry:

- GMCS - Previous Test Date**
Please select the previous test date:
22 / 03 / 2016
- GMCS - LMP Question**
Is the LMP date known?
☐ Yes ☐ No
- GMCS - Reason For Request**
Please select the reason for performing the smear:
(Please Select)
- GMCS - Sampler**
Please select the sampler used from the list below:
Cervix-Brush @ (Broom)
- GMCS - Site**
Please select the specimen site from the list below:
(Please Select)
- GMCS - Condition**
Please select the condition from the list below:
Pregnant
Postnatal (<12 weeks)
IUCD
Oral contraceptives
Other hormones
Postmenopausal

An "OK" button is located at the bottom right of the form.



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Once the above questionnaire has been completed, please click on the 'Continue with request...' green button located in the bottom left corner of the requesting screen:

The screenshot shows a web interface for laboratory requests. On the left is a blue sidebar with 'New Request' and 'View Requests By Patient' buttons, and a 'Log Off' button at the bottom. The main area has a 'Default Panel' tab and a 'Cervical Screen' request with a checkmark and a document icon. Below this is a section titled 'Most recent requests made for this patient:' followed by a table.

Requested	Investigations
22 Mar 2016 13:58:28	Cervical Screen
22 Mar 2016 13:50:22	Cervical Screen
21 Mar 2016 08:28:47	Cervical Screen
18 Mar 2016 13:35:39	Cervical Screen
16 Mar 2016 12:10:40	Cervical Screen

At the bottom left of the main area is a green button labeled 'Continue with request...'.

You will now be asked to select the requesting Consultant from the drop down list (Select 'DR, In CHARGE' unless agreed otherwise with the Cytology).

The screenshot shows a form titled '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: Y12345X

Bleep / Contact No: [text box]

Requesting Consultant / GP: DR, In CHARGE [dropdown]

Location: Virtual Gynaecology Clinic [dropdown]

Category: NHS [dropdown]

Order Details:

GM Cervical Screening

Tests in this order: Cervical Screen

Priority: Screening [dropdown]

Order Clinical Details:

TESTING THE SYSTEM [text box]

Sample collection options:

☒ Sample collected



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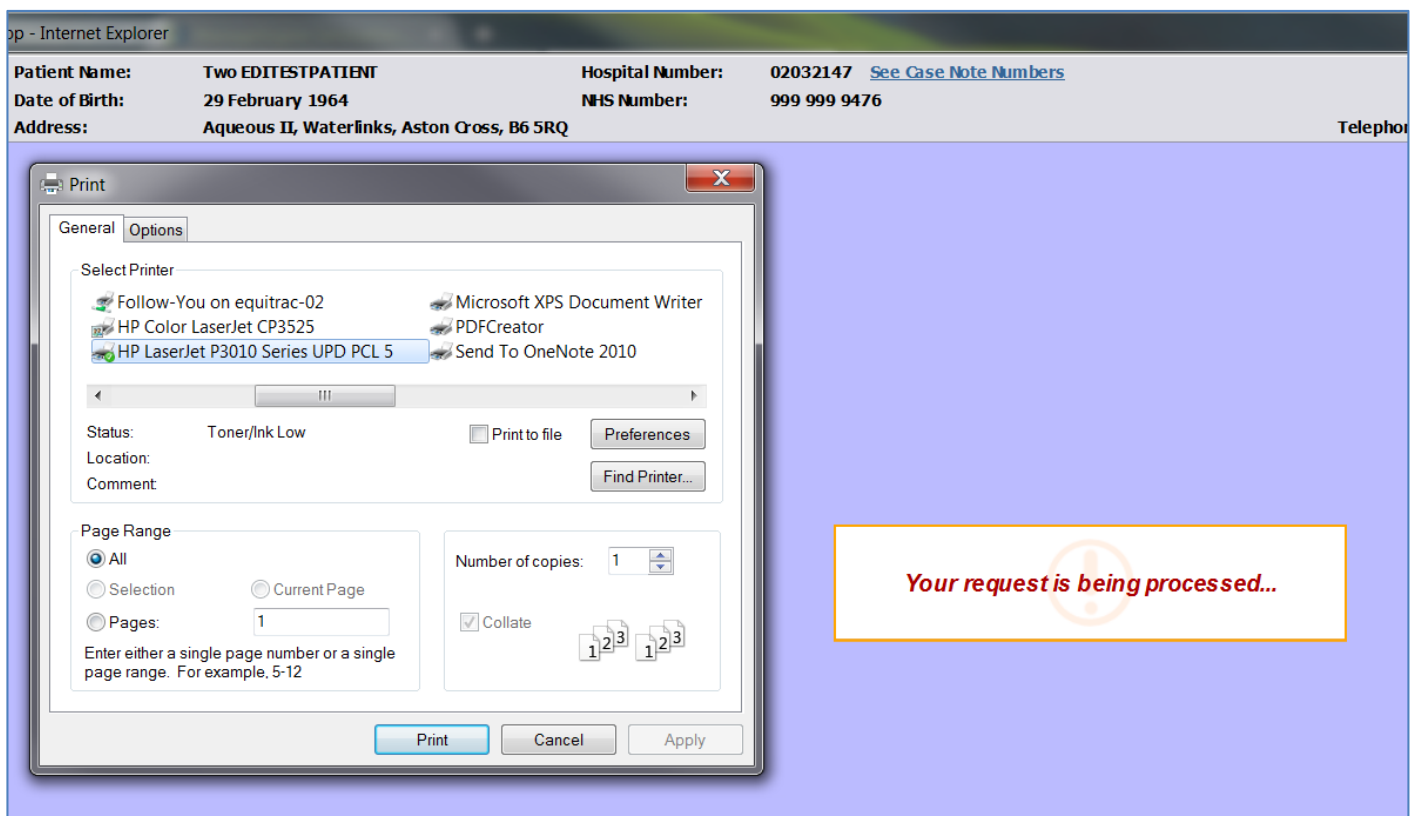
3.3. Printing of request form

Once all required details have been provided you are ready to submit your new Cytology Screen request and print out the A4 request form to be sent together with the specimen (attached to the specimen bag). It will contain all of the details you have just entered together with your details (Sample Taker) used for performance monitoring.

Note:

Remember to sign each form in the section provided and handwrite both the GP and the Practice that the patient is registered with ('Copy to GP:' for GP and 'Copy to Location:' for Practice) as this will indicate which practice should receive copy of the result to maintain the patient records held by the practice – see [Appendix1](#) for example.

Click on the 'Accept Request' button to submit the request, the default Windows print pop-up will be displayed asking you to select the printer you wish to send the form to be printed, select the correct printer and click on 'Print'.



An example Request Form is available from the Appendix2.





4. Editing and reprinting of an existing order

4.1. Editing test details

Should you for some reason wish to make amendments to the order you have just submitted, you can easily edit it and print the new request form containing newly entered details.

First find the order you want to edit by accessing the 'View requests By patient' button located on left side of the screen under the 'Requesting' tab. A list of already submitted orders for that patient will be displayed, click once on the order you wish to edit, a list of available options will be displayed:

Note:

Only orders with the status of 'REQ' can be edited. Once the order is edited you must attach the newly printed request form to the sample, remember to discard the old form.

The screenshot shows the 'sunquest ICE Desktop web access' interface. At the top, patient information is displayed: Patient Name: Two EDITESTPATIENT, Date of Birth: 29 February 1964, Address: Aqueous II, Waterlinks, Aston Cross, B6 5RQ. Hospital Number: 02032147, NHS Number: 999 999 9476. Sex: Female, Telephone No. is blank. A 'View Details' button and 'User: Y12345X' are also visible. Below this, a 'Requests By Patient' table is shown. The table has columns for Date/Time Requested, Sample Collection, Investigations (Request Comments, Clinical Details), Loc, Ordered By, and Status. A context menu is open over one of the requests, showing options: Edit Request, Delete Request, Reprint Request, Write Report, Sample Now, Book Appointment, View Order, Transfusion Activity, View Audit Trail, and ICE Mail. The status of the selected request is 'REQ'.

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
22 Mar 2016 15:19	22 Mar 2016 15:19	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=22 Mar 2013, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Oral contraceptives, Appearance=Ectopy, Haemorrhage=Irregular bleeding, Total Hysterectomy?=No)	ZZZZZ	Y12345X	REQ
22 Mar 2016 13:58	22 Mar 2016 13:58	RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=22 Jan 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Vaginal vault (to be taken in colposcopy only), Condition=IUCD, Oral contraceptives, Appearance=Normal, Ectopy, Haemorrhage=Postcoital bleeding, PMB, Total Hysterectomy?=No)	ZZZZZ	X12345Y	REQ
22 Mar 2016 13:50	22 Mar 2016 13:50	RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=22 Feb 2014, LMP=(LMP date=08 Mar 2016), Reason for smear=First ever test, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Oral contraceptives, Appearance=Ectopy, Haemorrhage=PMB, Total Hysterectomy?=No)	ZZZZZ	X12345Y	REQ
21 Mar 2016 08:28	21 Mar 2016 08:28	RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=21 Mar 2011, LMP=(LMP date=16 Mar 2016), Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Vaginal vault (to be taken in colposcopy only), Condition=Oral contraceptives, Appearance=Polyps, Haemorrhage=PMB, Total Hysterectomy?=No)	ZZZZZ	X12345Y	RR
18 Mar 2016 13:35	18 Mar 2016 13:35	RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=18 Mar 2016, LMP=(LMP date=18 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Postnatal (<12 weeks), Appearance=Normal, Ectopy, Haemorrhage=Postcoital bleeding, PMB, Total Hysterectomy?=No)	ZZZZZ	mateusz Jablak	REC
16 Mar 2016 13:33	16 Mar 2016 13:33	GC, RRPT	ZZZZZ		RR
16 Mar 2016 13:36	16 Mar 2016 13:36	GC, RRPT	ZZZZZ		RR
16 Mar 2016 13:28	16 Mar 2016 13:28	GC, RRPT	ZZZZZ		RR
16 Mar 2016 13:19	16 Mar 2016 13:19	GC, RRPT	ZZZZZ		RR
16 Mar 2016 12:10	16 Mar 2016 12:10	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2016, LMP=(LMP date=16 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Oral contraceptives, Appearance=Abnormal / Suspicious, Haemorrhage=Postcoital bleeding, Total Hysterectomy?=Yes)	ZZZZZ	Y12345X	RR
16 Mar 2016 12:06	16 Mar 2016 12:06	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2016, LMP=(LMP date=16 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Oral contraceptives, Appearance=Abnormal / Suspicious, Haemorrhage=Postcoital bleeding, Total Hysterectomy?=Yes)	ZZZZZ	Y12345X	RR
16 Mar 2016 12:04	16 Mar 2016 12:04	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2016, LMP=(LMP date=16 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ (Broom), Specimen site=Vaginal vault (to be taken in colposcopy only), Condition=Oral contraceptives, Appearance=Polyps, Haemorrhage=Irregular bleeding, Total Hysterectomy?=Yes)	ZZZZZ	Y12345X	RR
16 Mar 2016 12:00	16 Mar 2016 12:00	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2016, LMP=(LMP date=16 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ (Broom), Specimen site=Vaginal vault (to be taken in colposcopy only), Condition=Oral contraceptives, Appearance=Polyps, Haemorrhage=Irregular bleeding, Total Hysterectomy?=Yes)	ZZZZZ	Y12345X	RR
16 Mar 2016 11:52	16 Mar 2016 11:52	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2016, LMP=(LMP date=16 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Oral contraceptives, Appearance=Normal, Haemorrhage=Postcoital bleeding, Total Hysterectomy?=No)	ZZZZZ	X12345Y	RR
16 Mar 2016 11:49	16 Mar 2016 11:49	RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2016, LMP=(LMP date=16 Mar 2016), Reason for smear=First ever test, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Oral contraceptives, Appearance=Normal, Haemorrhage=Postcoital bleeding, Total Hysterectomy?=No)	ZZZZZ	X12345Y	RR

The first option on the list is 'Edit request', once clicked you will be presented with the requesting screen with the Cervical Screen test already selected.

Click on the 'Continue with request...' green button located in left bottom corner of the screen to proceed to the next requesting screen (as seen on page 8).

Now, depending on what you want to amend either select new Consultant/GP from the drop-down list, amend the Clinical Details or click on the 'Review' button located in the bottom right corner of the screen to amend details provided in the questionnaire. Clicking on the 'Review' button will display answers to the



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questionnaire completed for that request, click on 'Replay Rules' button to complete the questionnaire again:

Patient Name:	Ms Three EDITESTPATIENT	Hospital Number:	03707585 See Case Note Numbers
Date of Birth:	19 July 1978	NHS Number:	999 999 9484
Address:	Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE		

Investigations Requested:

↑ GM Cervical Screening

Cervical Screen

Type of screen - Cytology Primary Screen
Previous test date - 18 Mar 2014
LMP - Unknown
Reason for smear - Routine recall
Sampler - Cervix-Brush ® (Broom)
Specimen site - Vaginal vault (to be taken in colposcopy only)
Condition - Oral contraceptives
Appearance - Cervicitis
Haemorrhage - Intermenstrual bleeding
Total Hysterectomy? - No

Follow the steps from section [3.1](#) to submit the amended request details and print new request form. Newly entered details will now overwrite the request you edited.

4.2. Reprinting the A4 request form

First find the order you want to reprint by accessing the 'Patient Request List' button located on left side of the screen under the 'Interop Options' tab. A list of already submitted orders for that patient will be displayed, click once on the order you wish to reprint, list of available options will be displayed:

Note:

Only orders with the status of 'REQ' can be reprinted. Once reprinted you must attach the newly printed request form to the sample discarding the old form.

The third option from the top reads 'Reprint Request', click the button to print the form (the remaining steps are identical to section [3.3](#)).





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5. Cervical Screen test results

5.1. Viewing results

To view Cervical Screening test results please follow instructions from section [2.1](#) to find and select the patient record, next click on 'View Patient Reports' button located on left side of the screen under the 'Reporting' tab.

A list of results will now be displayed in a chronological order:

Location

All locations

Clear

Filter by specialty

All specialties

Requesting Clinician

All Clinicians

Show reports up to

22/03/2016

Show reports from

08/03/2016

Show

All reports

Investigation

All Investigations

Clear

Print

last

5

reports.

Requesting User

<<< Earlier reports

Later reports >>>

!				Status	Investigation	Requesting Clinician	Location	Sample Number	Sample Collected	Sample Received	Reported
				F	Report	Dr V.K. TREHAN	BROOKS BAR MEDICAL CENTRE	002026.16	21 Mar 2016 00:00	21 Mar 2016 14:44	21 Mar 2016 15:52
				F	Report	Dr. S. MIHAJLOVIC	THE RANGE MEDICAL CENTRE	002025.16	21 Mar 2016 00:00	21 Mar 2016 14:44	21 Mar 2016 15:52
				F	Report, Report	In CHARGE DR	Virtual Community Clinic	002020.16	16 Mar 2016 00:00	16 Mar 2016 15:08	17 Mar 2016 13:49
				F	Report, Report	In CHARGE DR	Virtual Colposcopy Clinic	002019.16	16 Mar 2016 00:00	16 Mar 2016 15:07	17 Mar 2016 13:48
				F	Report, Report	In CHARGE DR	Virtual Community Clinic	002018.16	16 Mar 2016 00:00	16 Mar 2016 15:06	17 Mar 2016 13:46
				F	Report, Report	In CHARGE DR	Virtual Colposcopy Clinic	002017.16	16 Mar 2016 00:00	16 Mar 2016 15:05	17 Mar 2016 13:45
				F	Report, Report,...	In CHARGE DR	Virtual Community Clinic	002016.16	16 Mar 2016 00:00	16 Mar 2016 15:05	17 Mar 2016 13:42
				F	Report	Dr GP Virtualone	Virtual GP Practice	002015.16	16 Mar 2016 00:00	16 Mar 2016 15:04	17 Mar 2016 11:17
				F	Report, Report	Dr GP Virtualone	Virtual GP Practice	002014.16	16 Mar 2016 00:00	16 Mar 2016 15:03	17 Mar 2016 11:15
				F	Report, Report	Dr GP Virtualone	Virtual GP Practice	002013.16	16 Mar 2016 00:00	16 Mar 2016 15:02	17 Mar 2016 11:14
				F	Report, Report	Dr GP Virtualone	Virtual GP Practice	002012.16	16 Mar 2016 00:00	16 Mar 2016 15:00	17 Mar 2016 11:07
				UN	Cervical Screen	Dr Lead TEST COLPOSCOPY	Virtual Colposcopy Clinic	1.12	28 Jan 2016 12:16	28 Jan 2016 12:20	

Various filtering options are available from the top pane, remember to hit the 'Search' button should you use any of them to refresh the list.

Click on a result of interest to you to access full result details:

Patient Name:	Ms Three EDITESTPATIENT	Hospital Number:	03707585 See Case Note Numbers	Sex: Female
Date of Birth:	19 July 1978	NHS Number:	999 999 9484	
Address:	Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE	Telephone No:		
< > Back < Cumulative > All Print				
Reported	Specialty	Location	Clinician	Status
17 Mar 2016 11:17	Histopathology	Virtual GP Practice	Dr GP Virtualone (General Practice)	F
system test HPV Primary Screen Unknown Vaginal vault (to be taken in colposcopy only) Abnormal / Suspicious				
Sample 002015.16 (LBC (SurePath)) Collected 16 Mar 2016 00:00 Received 16 Mar 2016 15:04				
Report				
Cytology Report				
HPV PRIMARY SCREENING - NO CYTOLOGY REPORTED.				
High-risk HPV test UNRELIABLE				
Please repeat in 3 months.				
Cytological Pattern		No cytology result [X]		
Specific Infection		HPV RESULT UNRELIABLE [U]		
Management Suggested		[R] Repeat in 3 months		

5.2. Printing results



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Follow the instructions from section [5.1](#) to find and open the result for printing.
From the detailed result screen click on 'Print' button located on the top navigation pane, select the printer you wish to use and click on 'Print' again:

Patient Name: Ms Three EDITESTPATIENT Hospital Number: 03707585 [See Case Note Numbers](#)
Date of Birth: 19 July 1978 NHS Number: 999 999 9484
Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE

< > Back < Cumulative > All Print

Reported	Specialty	Location	Clinician	Status
17 Mar 2016 11:17	Histopathology	Virtual GP Practice	Dr GP Virtualone (General Practice)	F

system test HPV P
colposcopy only)

**Sample 002015.16 (U
Report**

Cytology Rep

HPV PRIMARY SCREEN
High-risk HPV test
Please repeat in 3

**Cytological Pa
Specific Infec
Management**

Print

General Options

Select Printer

Follow-You on equitrac-02
HP Color LaserJet CP3525
HP LaserJet P3010 Series UPD PCL 5
Microsoft XPS Document Writer
PDFCreator
Send To OneNote 2010

Status: Toner/Ink Low
Location:
Comment:

☐ Print to file Preferences
Find Printer...

Page Range

☒ All
☐ Selection ☐ Current Page
☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☒ Collate

1 2 3 1 2 3

Print Cancel Apply


End of report



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Appendix1 – Example request form

Page 1 of 1

Central Manchester University Hospitals NHS NHS Foundation Trust	
Cervical Screening Request Form	
Cytology Primary Screen	Order Number:  C157030
Patient Details: NHS No: 9999999476 Surname: Editestpatient Forename: Two DOB: 29/02/1964 Sex: Female Address: Aqueous II, Waterlinks, Aston Cross, B6 5RQ	Requester Details: Sample Taker: TEST, Non-GP ST (Y12345X) Contact No: GP: In CHARGE DR (INCHARGE) Location: Virtual Gynaecology Clinic (ZZZZ6) Copy to GP: () <i>GP Name here</i> Copy to Location: () <i>Practice Name here</i>
Request Details: Previous test date: 08 Nov 2013 LMP: Unknown Reason for request: Routine recall Sampler: Cervix-Brush ® (Broom) Site: Cervix	Condition: None Appearance: Normal Haemorrhage: None Date and Time of request: 08/11/16 - 09:01
Clinical Details: TESTING THE SYSTEM	
Signature: <i>Sign Here</i>	

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Appendix2 – Laboratory Service Desk contact details

Should you experience any technical difficulties accessing the Cytology ICE system (<https://cytoice.cmft.nhs.uk/icedesktop>), please contact the Laboratory Service Desk team using details provided below:

Email: Labs.SD@cmft.nhs.uk

Tel.: 0161 276 4079

Note:

New ICE user requests will be only accepted via email (additional information might be required i.e. Smear Taker training status).

