

Checking for an active Interop connection to Cytology ICE in EMIS Web

The instructions below should be carried out by the Practice Manager or an EMIS user with Administrator privileges.

1. Log into EMIS
2. Click on the EMIS ball at the top left hand corner of the screen
3. Select **System Tools**
4. Select **EMAS Manager**
5. Select **Test Requests**
6. Check for the test request provider 'CMFT – Cytology Screening'

If the provider 'CMFT – Cytology Screening' is listed, please continue to step 7.

If the provider is not listed, please contact labs.sd@mft.nhs.uk stating your Practice name, national code, EMIS CDB number and contact number so that we can forward the necessary details to our suppliers and arrange for the Interop connection to be added.

7. Select **Users**
8. Click on the user name of the Sample Taker who will access Cytology ICE
9. Type in the GMP/NMC number of the Sample Taker in both username **and** password fields
10. Click **OK**
11. Save settings

The user should now be able to choose the provider 'CMFT – Cytology Screening' when making a Test request in EMIS. Please contact labs.sd@mft.nhs.uk if any further issues arise when logging in.