

## EMIS Web guide for online requesting on Cytology ICE system

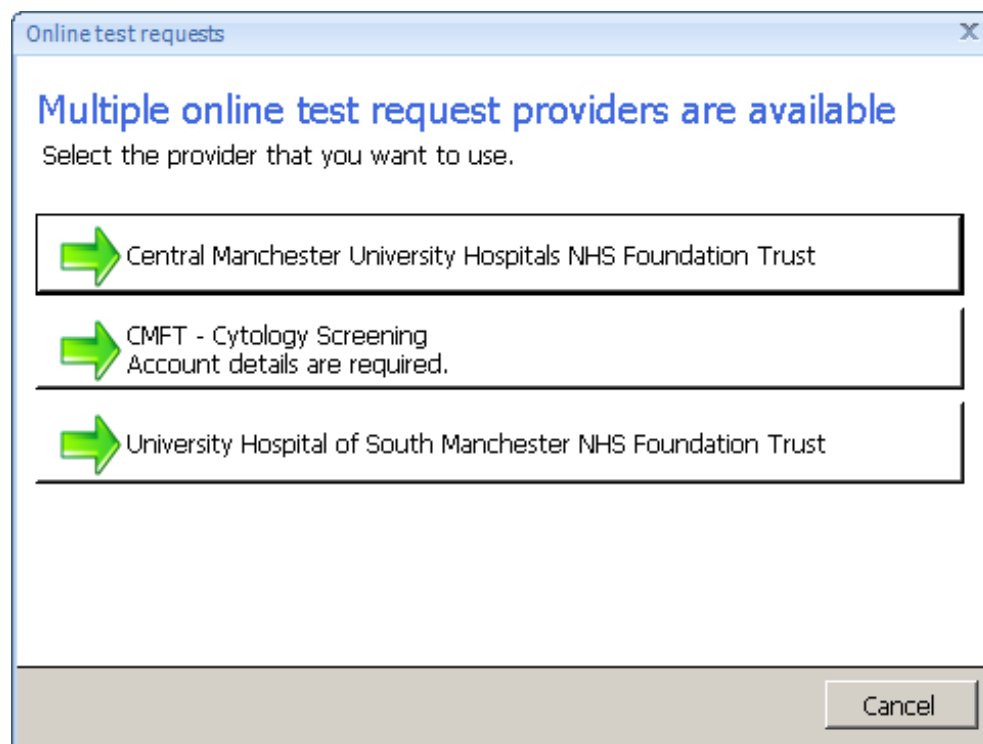
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## 1. Access and login instructions

### 1.1. Accessing Cytology ICE system

Once we have received the details of your practice from the local CSU teams, we will forward the information on to your clinical system provider for the Interop connection be configured.

Once this is done, you should be able to see the 'CMFT – Cytology Screening' service provider listed under the 'Online Test Request' function:



To make a new test request please click on the 'CMFT – Cytology Screening' provider.

### 1.2. Login details

Only registered and certified Smear Takers will be able to submit a Cytology Screen test request. By default, your password will be your **GMP code (prefixed with 'G')** or **NMC number**. You will be prompted to enter it on your first login attempt when using the 'interop' interface directly from EMIS.

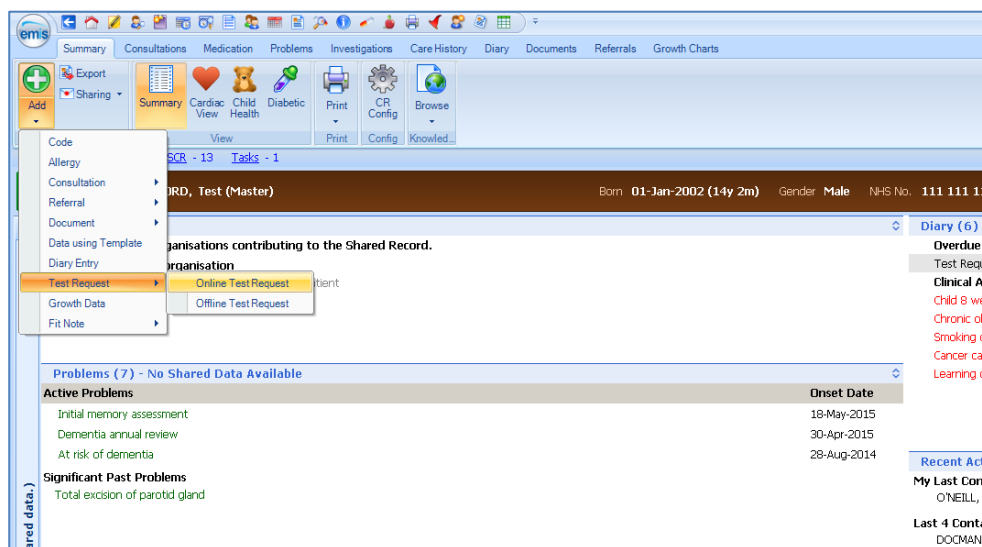
### **1.3. New users requesting process**

Should you follow the steps above but find that you are not configured as a Cytology ICE user, please contact [labs.sd@mft.nhs.uk](mailto:labs.sd@mft.nhs.uk) with your name and GMP/NMC number.

Depending on whether you are a registered Smear Taker or not you will be given the appropriate access level.

## 2. Requesting new Cytology Screen test

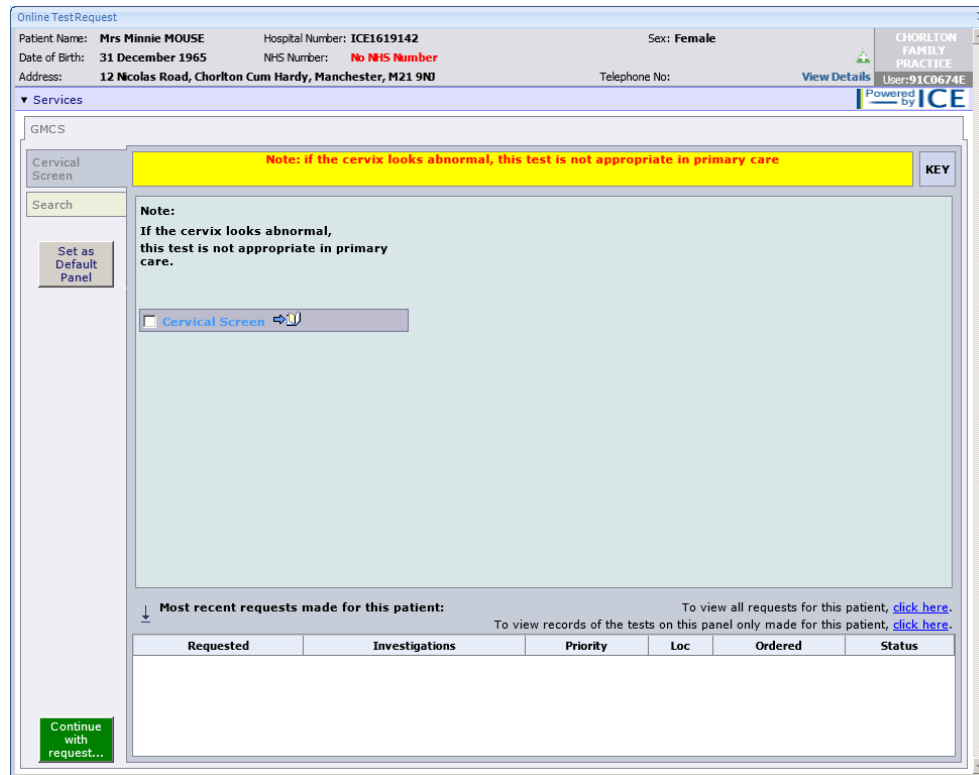
Once you have selected the patient from the EMIS database, click on the 'Add' button to expand the list of options. From the list select 'Test Request' and click on 'Online Test Request' option:



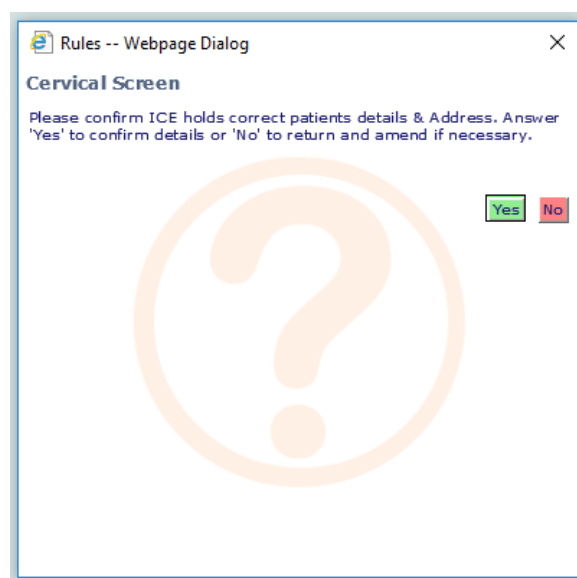
If your practice uses multiple online test request providers you will be prompted to select one. Click on 'CMFT – Cytology Screening' as shown in section [1.1](#)

Providing you have previously accessed this system, you will be redirected straight to the Cytology ICE system as shown below, otherwise follow instructions from sections [1.2](#) and [1.3](#).

Click on 'Cervical Screen' to make your request.



You will then be asked to confirm that the patient details in ICE are correct. Please check and confirm before proceeding.



If you select 'Yes', you will be presented with the GMCS – Rule Panel. Please complete each section for each request you make. Depending on answers provided some additional pop-up questions or information may be displayed once you click 'OK' to submit the form.

Once the questionnaire is completed, click on 'Continue with request...' green button in left bottom corner to proceed to the next page:

Most recent requests made for this patient:	
Requested	Investigations
31 Mar 2016 13:57:14	Rheumatoid Factor
31 Mar 2016 13:57:14	FBC, ESR
31 Mar 2016 13:57:14	AST
30 Mar 2016 14:10:54	AST
30 Mar 2016 13:59:58	AST, Testosterone + SHBG

Continue with request...

You will now see the following screen:

Patient Name:	Miss Eighteen EDITESTPATIENT	Hospital Number:	ICE1619552	Sex:	Female
Date of Birth:	21 July 1960	NHS Number:	999 999 9654	Telephone No:	
Address:	13 Any Street, Dummyville, EX2 1AA				

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:

Bleep / Contact No:

Requesting Consultant / GP:

Location:

Category:

**Order Details:**

GM Cervical Screening

Tests in this order: Cervical Screen

Priority:

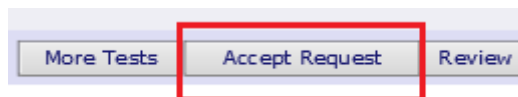
Order Clinical Details:

Sample collection options:

Sample collected

Ensure that you select the correct GP from the drop down list and provide relevant Order Clinical Details in text box to the right of the screen.

To accept the order, click on 'Accept Request' located on bottom right corner of the screen.



You will then see two pop-ups appear indicating your location's sample type, etc. Please click 'OK' to proceed.

You will next be prompted to select the printer you wish to send the form print out to, select printer of your choice and click on 'Print', once form is printed click on 'Proceed'.

**Print**

General Options

Select Printer

- Brother HL-7050 series
- HP Deskjet 5900 Series
- PDF995
- ZDesigner LP 2624
- Zebra2624

Status: Ready  Print to file Preferences

Location:  Find Printer...

Comment:

Page Range

All

Selection  Current Page

Pages:

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

Number of copies:

Collate 1 2 3

Print Cancel Apply

**request is being processed...**

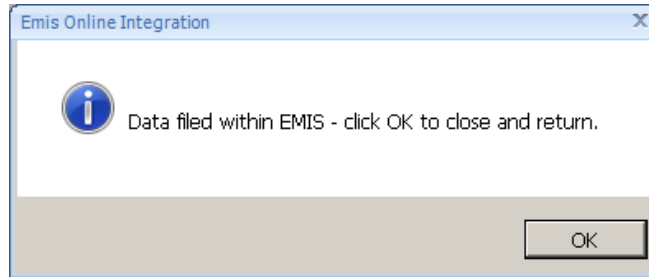
**Proceed**

**IMPORTANT: Ensure that the order has been printed, before pressing PROCEED button**

**Reprint**

If you need to re-print this request (for example, if you experienced printer problems on the automatic print) then click on the 'Reprint' button to get another print before proceeding.

You will now see the confirmation message:



The Cervical Screen test will be now filed against patient's record in EMIS:

EMISWeb Health Care System - Chorlton Family Practice - 5470

Report Management - 11    SCR - 13    Tasks - 1

Active    MIOUSE, Minnie (Mrs)    Born: 31-Dec-1965 (50y)    Gender: Female    NHS No.: Unknown    Usual GP: RATCLIFFE, David (Dr)

	Date	Item	Details	Status
	31-Mar-2016	<b>Test Request : Cervical Screen</b>	Lab Order Reference: 116793-746-G	Request Complete
	28-Jan-2016	<b>Test Request : Hep B surface antigen less than</b>	Lab Order Reference: 105735-16448643-V	Request Complete
	01-Dec-2015	<b>Test Request : HIV Screen</b>	Lab Order Reference: 97704-16145836-V	Request Complete
	01-Dec-2015	<b>Test Request : Hepatitis C antibody</b>	Lab Order Reference: 97704-16145836-V	Request Complete
	01-Dec-2015	<b>Test Request : Hepatitis B surface antigen</b>	Lab Order Reference: 97704-16145836-V	Request Complete
	01-Dec-2015	<b>Test Request : Syphilis screen</b>	Lab Order Reference: 97704-16145836-V	Request Complete
	01-Dec-2015	<b>Test Request : Urine for Chlamydia/GC</b>	Lab Order Reference: 97704-16145836-V	Request Complete
	07-Jul-2015	<b>Test request : Urea and electrolytes</b>	Lab Order Reference: 76732-P84068-8	Request Complete
	07-Jul-2015	<b>Test request : Serum electrolytes</b>	Lab Order Reference: 76732-P84068-8	Request Complete