

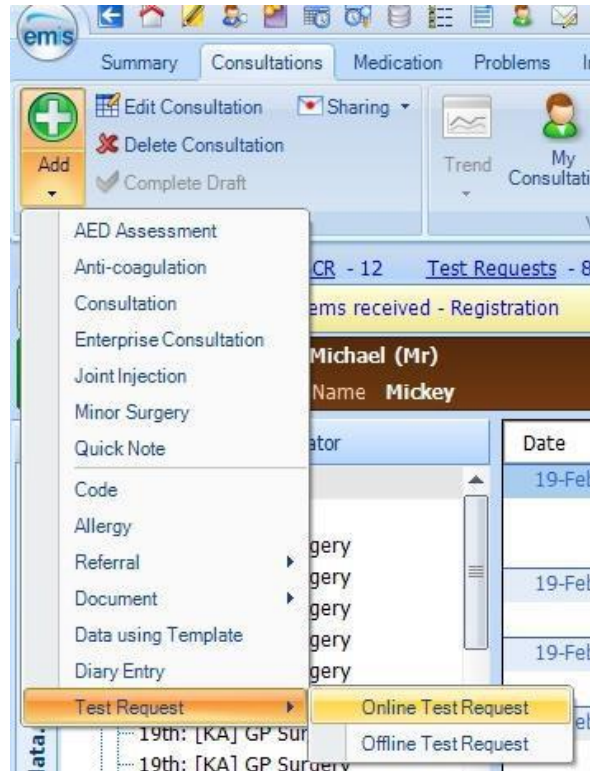
# **Pathology Electronic Requesting (ICE) in EMIS Web**

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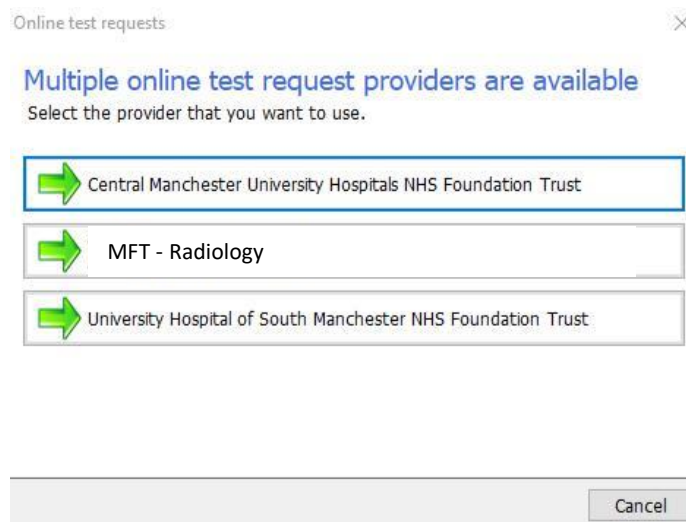
## Creating a New Test Request in ICE

1. Search for the patient in EMIS Web
2. Under the **Consultations** tab, click **Add**, choose **Test Request** and **Online Test Request**



3. Choose the provider

Oxford Road GP Practices	Central Manchester University Hospitals NHS Foundation Trust
Wythenshawe GP Practices	University Hospital of South Manchester NHS Foundation Trust
North Manchester GP Practices	MFT - Radiology



4. This will launch ICE in a separate window. From here you can select required tests by browsing through the available panels

**ICE Desktop Live**

Patient Name: Mrs Ten EDITESTPATIENT    Hospital Number: 20009571    Sex: Female  
 Date of Birth: 22 March 1960    NHS Number: 999 999 9557  
 Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE    Telephone No:

(Epic) Bio / Haem    (Epic) Immunology    (Epic) Micro / Viro    (Epic) Histo / Cyto    (Epic) Test Profiles    (Epic) MCSH

**ROUTINE BIOCHEMISTRY**  
 Urea and Electrolytes - EPIC  
 Liver Function Tests - EPIC  
 Bone.  
 Lipids.  
 Gamma GT.  
 25OH Vitamin D.  
 Iron + Transferrin.  
 Urate.  
 CK (Creatine Kinase).  
 Fasting Glucose.  
 Glucose.  
 HAEMOGLOBIN A1C (Diagnosis)  
 HAEMOGLOBIN A1C (Monitoring)

Blood group and antibodies screen - EPIC  
 Thyroid Function Panel.  
 FSH + LH.  
 Oestradiol.  
 Progesterone.  
 Prolactin.  
 Parathyroid Hormone.  
 Std ren profile - EPIC  
 Testosterone profile.  
 Testosterone.  
 Testosterone for paeas and females only.  
 CRP.  
 Urine Na + K + Cr + Total Protein.  
 Urine Microalb Creatinine Ratio.  
 Bile acids - EPIC

Amikacin - EPIC  
 Urine Creat+Total Protein Excretion.  
 Carbamazepine.  
 Phenytoin.  
 Valproate.  
 Digoxin.  
 Lithium (GP Only).  
 Random lipid Profile.  
 MISA E-Swab - Wound (EPIC)  
 Tissue - Toe (EPIC)  
 PLAZR Antibody test - EPIC  
 Tissue - Bone (EPIC)  
 Teicoplanin - EPIC  
 CPE screen - EPIC  
 Predialysis screen - EPIC

**Most recent requests made for this patient:**

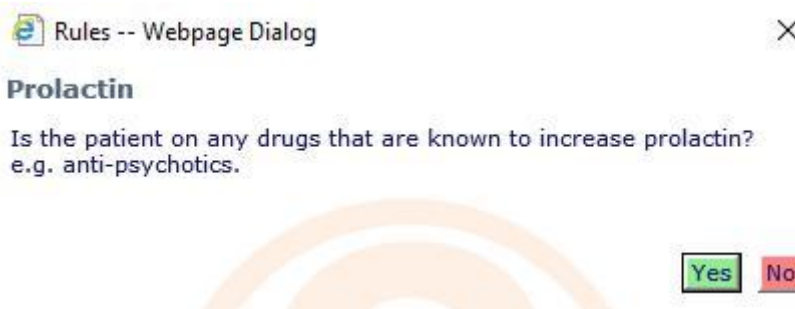
Requested	Investigations	Priority	Loc	Ordered	Status
09 Aug 2022 11:55:27	Anti-Nuclear Antibodies	Routine	GP/H	gp.links	REQ
08 Aug 2022 15:35:24	Chlamydia/GC PCR - Throat swab	Routine	ED	Alexander.Inving	REQ
08 Aug 2022 15:35:24	Chlamydia/GC PCR - Urine	Routine	ED	Alexander.Inving	REQ
08 Aug 2022 15:35:24	Chlamydia/GC PCR - Rectal swab	Routine	ED	Alexander.Inving	REQ
05 Aug 2022 09:24:40	AMS - Hepatitis B surface antigen, AMS - HIV screen, AMS - Syphilis screen	Routine	GP/H	gp.links	REQ

[Continue with request...](#)

- Alternatively, you can find for a test using the **Search** option. You may need to scroll down to find the search button



- Selecting certain tests may trigger pop-up boxes requiring further information, for example:



- Once you have selected all required tests, click the green **Continue with Request** button in the bottom left corner



- This will take you to the sample collection screen. Enter contact number, the patient's GP and clinical details

Online Test Request

Patient Name: **Mr Michael MOUSE** Hospital Number: **ICE42626** Sex: **Male**  
 Date of Birth: **11 December 1969** NHS Number: **No NHS Number**  
 Address: **1 Disney Street, Disneywood, Disney Town** Telephone No: **View Details** User: **P84068A13**  
 Chorton Family Practice

Services: **Powered by ICE**

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: **P84068A13**  
 Bleep / Contact No: **12345**  
 Requesting Consultant / GP: **Select...**  
 Location: **Chorton Family Practice**

**Global Clinical Details:**  
 Test:

Category: **NHS**

**Order Details:**  
 Biochemistry  
 Tests in this order: *Hepatic, Lipids*  
 I want to fill out specimen details later  
 Priority: **Routine**  
 Sample collection options:  
 Collect Now (Today's date)  
 Collect Later (Handwrite date)

**More Tests** **Accept Request** **Review**

*N.B. Your contact no. can be pre-populated to save time. Please contact [labs.sd@mft.nhs.uk](mailto:labs.sd@mft.nhs.uk) with your name and number for this to be added.*

9. Finally, there are 3 sample collection options:

**I want to fill out specimen details later.** This creates a postponed order intended for the sample to be collected at a later time. This can be used if the patient is to visit a phlebotomist. A summary form can be printed for the patient but this is not essential.

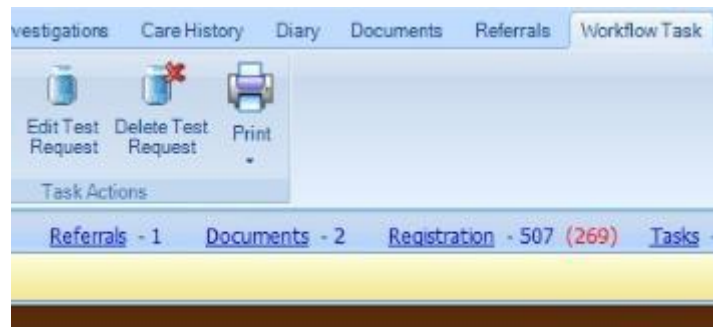
**Collect Now.** This will generate a printed label for the sample container. This is to be used for samples being taken at the time of the request.

**Collect Later.** This will also generate a printed label for the container, but with a space for the date/time to be handwritten. This may be used for urine samples.

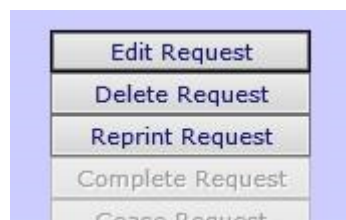
10. Once you have chosen your collection option, click **Accept Request** to print label

## Deleting a Request in ICE and EMIS

1. Search for the patient in EMIS Web
2. Under the **Diary** tab, scroll down to **Tasks** and click **Open** on the request to be deleted
3. Click **Edit Test Request** to open ICE



4. In ICE, click **Services** in the top left of the window, choose **Patient Request List** and click **Delete Request**



5. This will only delete the request in ICE. Back in EMIS on the open window, click **Delete Test Request** to delete from EMIS.

## Viewing Patient Reports in ICE

Reports for requests made at your practice will be sent automatically to the GP's inbox in EMIS. With our new HIVE EPR system it is now possible to search and download patient reports within ICE that have been taken across all MFT sites.

1. Search for the patient in EMIS Web
2. Under the **Investigations** tab, click **Patient Report List**



3. Choose the provider
4. Use the **Download** button to generate a PMIP report to your practice

Services Powered by ICE

Location: [All locations] [Clear]    Show reports up to: 26/02/2020    Show reports from: 12/02/2020

Filter by specialty: [All specialties]    Exclude POC: [v]    Show: All reports

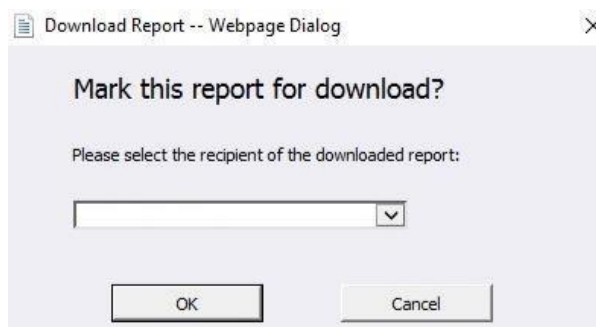
Requesting Clinician: [All Clinicians]    Investigation: All Investigations [Clear]

Search    Print    last 5 reports.

<<< Earlier reports    Later reports >>>    Requesting User

Status	Investigation	Requesting Clinician	Location	Sample Number	Sample Collected	Sample Received	Reported	
F	U/E'S	Dr Test GP	Biochemistry Laboratory - MRI	BG881495Q	25 Feb 2020 07:46	25 Feb 2020 07:46	25 Feb 2020 16:15	Download
F	Quantitative HC...	Dr Test GP	Biochemistry Laboratory - MRI	BG881496E	25 Feb 2020 07:46	25 Feb 2020 07:46	25 Feb 2020 09:58	Download
F	Semen Analysis	Dr Test GP	Conway Road Health Ctr P9.1035	BF000044Q	12 Dec 2019 11:37	12 Dec 2019 11:37	13 Dec 2019 15:13	Download
F	Semen Analysis	Dr Test GP	TEST GP Practice	BF000041S	12 Dec 2019 11:26	12 Dec 2019 11:26	12 Dec 2019 11:29	Download
F	Semen Analysis	Dr Test GP	TEST GP Practice	BF000040L	12 Dec 2019 11:20	12 Dec 2019 11:20	12 Dec 2019 11:21	Download
F	PLGF : sFlt rat...	DR Michael William FRANCE	Biochemistry Laboratory - MRI	BG661421V	17 Sep 2019 12:49	17 Sep 2019 14:47	28 Sep 2019 07:35	Download

5. Choose the recipient mailbox for the report to be sent to and click **OK**





## Setting up ICE users in EMIS

1. Click the EMIS ball in the top left of the screen
2. Select **System Tools** and **EMAS Manager**



3. Click **Test Requests**
4. Under Providers, select the provider you wish to add a new user to
5. Click **Change username/password** next to appropriate EMIS username and enter the username and password provided by Pathology IT.

Should you have any queries about the above please do not hesitate to contact us via the below.

### Pathology

e-mail - [labs.sd@mft.nhs.uk](mailto:labs.sd@mft.nhs.uk)

Tel – 0161 276 4079