

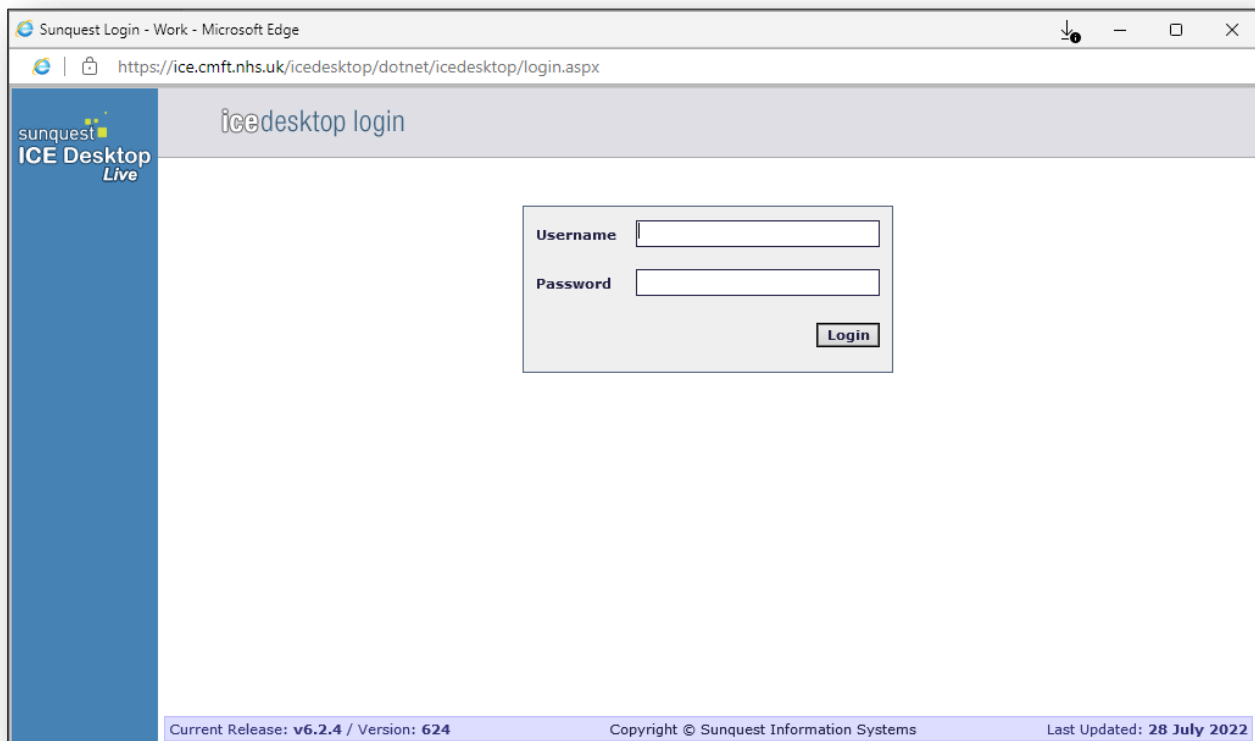
Pathology ICE System User Manual

Instructions for non-GP & Extended Access Clinic requesters accessing ICE Desktop via Microsoft Edge.

1. Access and login instructions

1.1. Microsoft web browser:

Open Microsoft Edge and copy the <https://ice.cmft.nhs.uk/icedesktop/> link into the address bar (Please note that ICE is currently only compatible in IE mode within Microsoft Edge. If you have any difficulty accessing ICE, please log a call with your IT Service Desk)



1.2. Login to ICE Desktop application:

Login using your personal user credentials:

	Username:	Password:
Default	NMC, GMC or GMP code (prefixed with 'G')	<i>If you have not yet been provided with a password, please contact labs.sd@mft.nhs.uk</i>
Extended Access	PC username (John.Smith)	<i>If you have not yet been provided with a password, please contact labs.sd@mft.nhs.uk</i>

Once you have successfully logged in, you will be prompted to select the GP location from the dropdown list.

2. Patient Records

2.1. Searching for a patient

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

The screenshot shows the Sunquest ICE Desktop interface. The search bar contains an empty field and the text "Search for patient". The search type is set to "NHS number". The organisation is "Manchester Royal Infirmary" and the ward is "Select a ward...". The table below the search bar is empty, displaying "No records to display."

If the patient exists on ICE, the record will be displayed following the search.

Click the record to select it.

The screenshot shows the Sunquest ICE Desktop interface with search results. The search value is "9999999557". The search type is "NHS Number". The results table is as follows:

Hosp No.	Surname	Forename	DOB	Sex	NHS Number	Address	List
03707592 20009571 3707592 9999999557 M44/000053 ICE18308	EDITESTPATIENT	TEN	22/03/1960	M	999 999 9557	HEALTH SOCIAL CARE, PYNES HILL, EXETER, EX2 5SE	<input type="checkbox"/>

Patient details will display on the top pane, always ensure the correct record is selected.

3. Postponed Orders

3.1. Completing postponed orders

Click on patient request list on the left side panel, this will show you the list of patient requests. Look out for the **POS** orders in the status column as highlighted in yellow below.

Patient Name: TEN EDITESTPATIENT Hospital Number: 03707592 Sex: Male
 Date of Birth: 22 March 1960 NHS Number: 999 999 9557
 Address: HEALTH SOCIAL CARE, PYNES HILL, EXETER, EX2 5SE Telephone No:

Requests By Patient: Status: [ALL] (excludes deleted requests)
 Sample type: [All sample types] Sample Status: [Show All]

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
19 May 2023 15:21		UE - Urea and Electrolytes.	GPAP	gp.links	RR
11 May 2023 13:37		TPMT	ICE22890		RR
03 Apr 2023 15:33		VITE, VITA	ICE22890		RR
03 Apr 2023 15:33		25VITD	ICE22890		RR
25 Apr 2023 00:00		WUCRE	ICE22890		RR
14 Mar 2023 12:22		DEXE, 25VITD	ICE22890		RR
18 Apr 2023 16:05		UOSM	ICE22890		RR
18 Apr 2023 16:05		OSM	ICE22890		RR
14 Dec 2022 10:45		COPPER	ICE22890		RR
14 Dec 2022 10:45		CAERULO	ICE22890		RR
09 Dec 2022 10:26		LAM	ICE22890		RR
14 Mar 2023 12:22		IGF1	ICE22890		RR
08 Feb 2023 15:46		IGF1	ICE22890		RR
01 Feb 2023 10:49		TMETMS	ICE22890		RR
16 Mar 2023 16:31		UCL	ICE22890		RR
14 Mar 2023 12:22		UE	ICE22890		RR
28 Mar 2023 11:57		UE	GPLB		RR
28 Mar 2023 11:56		UE	P84061		RR
28 Mar 2023 10:21		VITA, VITE	ICE22890		RR
28 Mar 2023 10:22		25VITD	ICE22890		RR

Click the postponed request you want to complete, a pop-up box will appear. In the list of options, click Sample Now.

Rules -- Webpage Dialog

- Edit Request
- Delete Request**
- Reprint Request
- Complete Request
- Cease Request
- Write Report
- Sample Now**
- Book Appointment
- View Order
- Reorder
- Reorder Request
- Transfusion Activity
- View Audit Trail
- ICEMail

Cancel

The order details will appear, allowing you to complete the request. Select “collect now” under the sample collection options.

The screenshot shows the Sunquest ICE Desktop interface in a Microsoft Edge browser. The URL is <https://ice.cmft.nhs.uk/icedesktop/dotnet/icedesktop/usertoolbar.aspx?ID=782BBCF5BFF54763A6D14AE20E41A598>. The patient information is as follows:

Patient Name:	TEN EDITESTPATIENT	Hospital Number:	03707592	Sex:	Male
Date of Birth:	22 March 1960	NHS Number:	999 999 9557		
Address:	HEALTH SOCIAL CARE, PYNES HILL, EXETER, EX2 5SE			Telephone No:	

The interface includes a sidebar with navigation options: Patient Search, Interop Options, Order Test, Patient Sample Queue, Patient Request List, and Location Request List. The main content area is divided into sections:

- General Details:** Username: gp.links, Bleep / Contact No: 00000, Requesting Consultant / GP: Dr SUSIE POWER (G6144677), Location: The Alexandra Practice, Clinical Details: testing, Priority: Routine, Telephone Results: No, ICEmail Results: No, Category: NHS, Sample Containers Required: 1 x Brown(Serum) 4.9ml.
- Additional Information:**
- Examination(s) Requested:** Urea and Electrolytes.
- Biochemistry_BKR:** Tests in this order: Urea and Electrolytes. Sample collection options: Collect Now (Today's date), Collect Later (Handwrite date). Buttons: Accept Request, Cancel.

Click “Accept Request”, the blood labels will proceed to print.

