

## Cervical Cytology ICE system user manual

Instructions for non-GP & EAS Clinic requesters accessing ICE Desktop via Internet Explorer

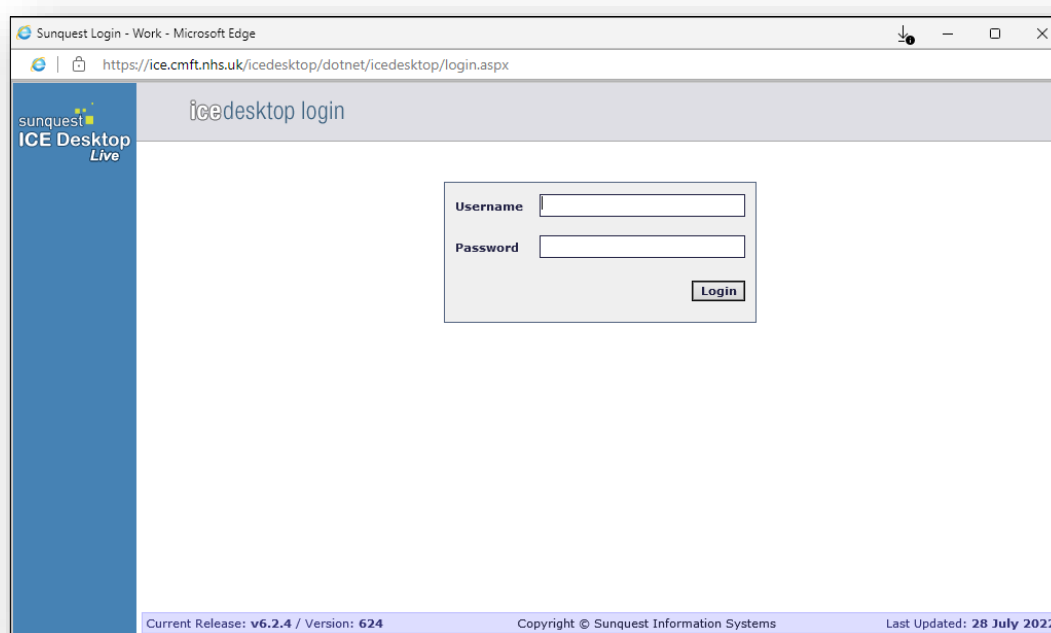
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## 1. Access and login instructions

### 1.1. Microsoft Edge web browser:

Open Microsoft Edge and copy the <https://cytoice.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:

Click on either 'ICEdesktop' logo on centre of the screen or on 'Login' button on the left side of the screen. Login using your personal user credentials:

|         | Username:                               | Password:                                                                                                                    |
|---------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Default | This will be provided to you by Labs IT | If you have not yet been provided with a password, please contact <a href="mailto:labs.sd@mft.nhs.uk">labs.sd@mft.nhs.uk</a> |

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

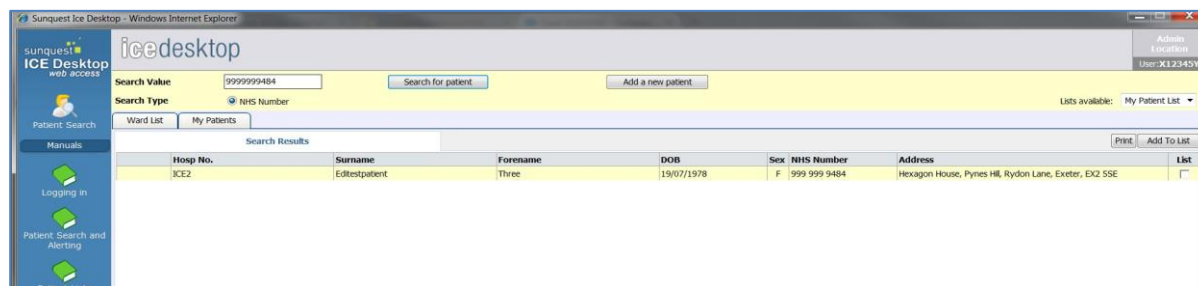
**Note:**

*If you are an Extended Access Clinic user, please ensure you select your patient's GP practice. This will ensure results are sent back to the correct location.*

## 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



| 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"/> |

If the patient exists on ICE, the record will be displayed following the search. Click the record to select it. Patient details will display on the top pane, always ensure that the correct record is selected.



Patient Name: **Ms Three Editestpatient** Hospital Number: **ICE2** 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:   
 Event filter: **All** ☒ Include episodes Results per page: **20** [Earlier records](#) [Later records](#)

| Event                    | Description         | Clinician | Location |
|--------------------------|---------------------|-----------|----------|
| Non episode range        |                     |           |          |
| Order placed             | XYZ2 Virtual Test 2 | TEST1     | ZZZ      |
| Order placed             | XYZ1 Virtual Test 1 | TEST1     | ZZZ      |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ3    |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ6    |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ3    |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ4    |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ4    |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ4    |
| Order placed             | RPT Cervical Screen | TEST1     | ZZZZ4    |
| end of non episode range |                     |           |          |

If the patient is not found by the search, please see section 2.3

## 2.2. Editing an existing patient record

Should you notice that patient's record isn't up to date (i.e. the patient changed their home address or changed their surname), please amend the record before proceeding with the request.

### Note:

*Ensure that you only edit patient records for which you have verified the details.*

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

| Hospital Number: ICE1                                | Sex: Male           | << Back                       |
|------------------------------------------------------|---------------------|-------------------------------|
| NHS Number: 999 999 9468                             |                     |                               |
| Lane, Birmingham, B65R...                            | Telephone No:       | View Details                  |
| <input checked="" type="checkbox"/> Include episodes | Results per page 20 | Earlier records Later records |
| Clinician                                            | Location            | Status                        |
| TEST1                                                | ZZZZ3               | REQ                           |
| TEST1                                                | ZZZZ2               | REQ                           |
| TEST1                                                | ZZZZ2               | REQ                           |

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

|                                                                                         |                                 |           |              |
|-----------------------------------------------------------------------------------------|---------------------------------|-----------|--------------|
| Patient Name: Mr One EDITPATIENT                                                        | Hospital Number: ICE1           | Sex: Male | << Back      |
| Date of Birth: 27 January 1925                                                          | NHS Number: 999 999 9468        |           |              |
| Address: Aqueous II, Waterlinks, Aston Cross, Rocky Lane, Birmingham, B65R...           | Telephone No:                   |           | View Details |
| <b>Patient Details:</b>                                                                 | <b>Patient Location:</b>        |           |              |
| NHS Number: 9999999468                                                                  |                                 |           |              |
| Hospital Number: ICE1                                                                   | Merged patients (minor record): |           |              |
| <b>Patient Information:</b>                                                             | <b>Additional Information:</b>  |           |              |
| Patient Name: Mr, One, Editestpatient                                                   | Patient Episode:                |           |              |
| Date of Birth: 27 Jan 1925                                                              |                                 |           |              |
| GP: Dr GP Virtualone, Virtual GP Practice                                               |                                 |           |              |
| Marital Status: Married                                                                 |                                 |           |              |
| Sex: Male                                                                               |                                 |           |              |
| VIP: False                                                                              |                                 |           |              |
| Smoking Status: Unknown if ever smoked                                                  |                                 |           |              |
| <b>Address and Contact details:</b>                                                     |                                 |           |              |
| Patient Address: Aqueous II, Waterlinks<br>Aston Cross, Rocky Lane, Birmingham<br>B65RQ |                                 |           |              |
| <b>Blood Details:</b>                                                                   |                                 |           |              |
| The blood group has NOT previously been changed.                                        |                                 |           |              |
| Edit Patient                                                                            |                                 |           |              |

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

### 2.3. Creating new patient records

If you are unable to find your patient's record, you may need to create a new patient before making a new 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!*

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



| Hosp No. | Surname | Forename | DOB | Sex | NHS Number | Address |
|----------|---------|----------|-----|-----|------------|---------|
|          |         |          |     |     |            |         |

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*

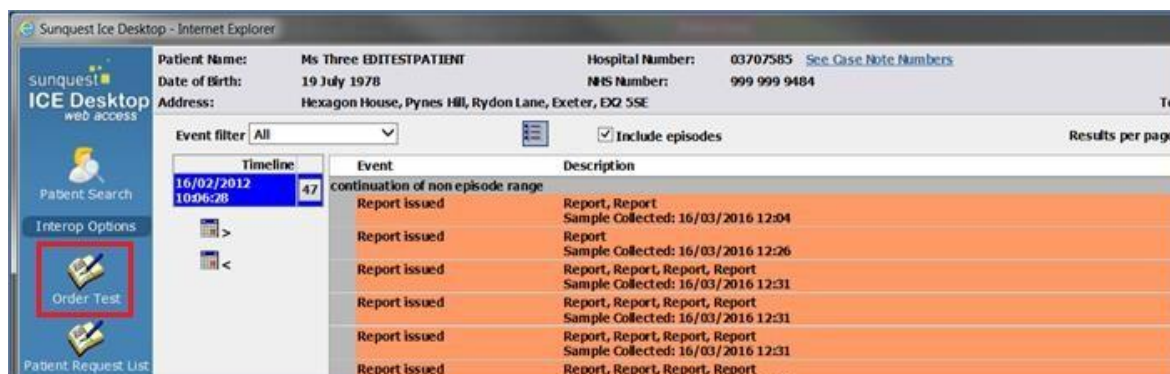
Once completed, click 'Add patient to ICE' to create new patient record. You are now ready to make a new electronic Cytology request (see next section).

### 3. Ordering Cervical Screen

#### 3.1. Finding and selecting new test request

Now that you have selected the correct patient record, you can make a new Cervical Screen request.

To do so, click on the 'Order Test' button located on left side of the screen under the 'Interop Options' tab:



Click on the 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, click 'Cervical Screen' to select and proceed to the questionnaire.



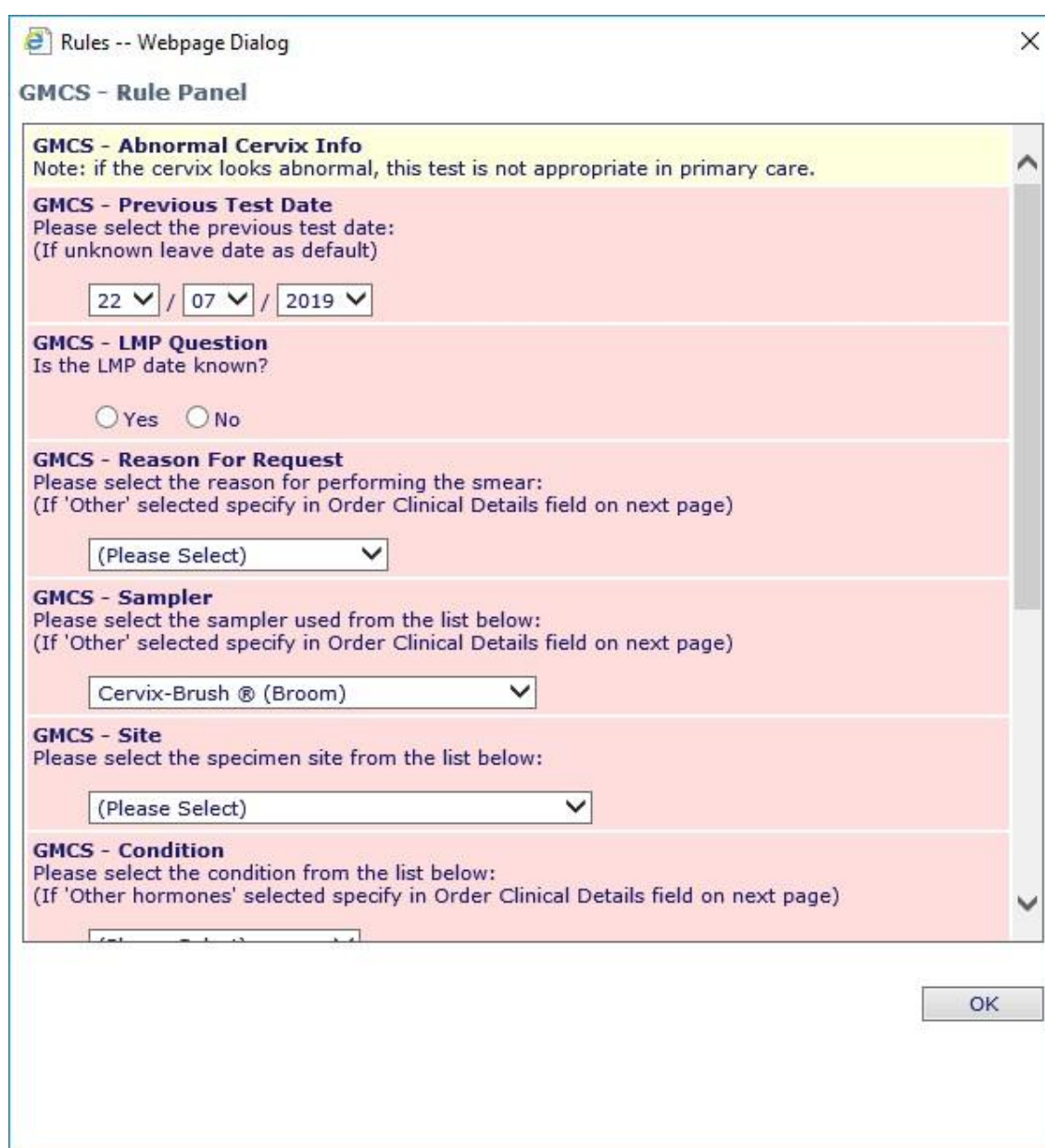
You will now be asked to complete the request questionnaire, please see next section for details.

### 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 main questionnaire).*



Rules -- Webpage Dialog

**GMCS - Rule Panel**

**GMCS - Abnormal Cervix Info**  
Note: if the cervix looks abnormal, this test is not appropriate in primary care.

**GMCS - Previous Test Date**  
Please select the previous test date:  
(If unknown leave date as default)

22 / 07 / 2019

**GMCS - LMP Question**  
Is the LMP date known?

☐ Yes ☐ No

**GMCS - Reason For Request**  
Please select the reason for performing the smear:  
(If 'Other' selected specify in Order Clinical Details field on next page)

(Please Select)

**GMCS - Sampler**  
Please select the sampler used from the list below:  
(If 'Other' selected specify in Order Clinical Details field on next page)

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:  
(If 'Other hormones' selected specify in Order Clinical Details field on next page)

OK

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

| Requested            | Investigations  |
|----------------------|-----------------|
| 21 Mar 2016 14:42:57 | Cervical Screen |
| 21 Mar 2016 14:25:45 | Cervical Screen |
| 18 Mar 2016 10:06:18 | Cervical Screen |
| 18 Mar 2016 09:28:56 | Cervical Screen |
| 18 Mar 2016 10:05:04 | Cervical Screen |

You will now be asked to select the requesting GP (that the patient is registered with) from the dropdown list together with providing Clinical Details relevant to this order:

**Note:**

GPs are linked to the practice locations, this will default to the location selected when logging into the system (see section 1.2). Should the GP drop down list be empty or incomplete, please email [labs.sd@mft.nhs.uk](mailto:labs.sd@mft.nhs.uk) specifying amendments required.

### 3.3. Printing of request form

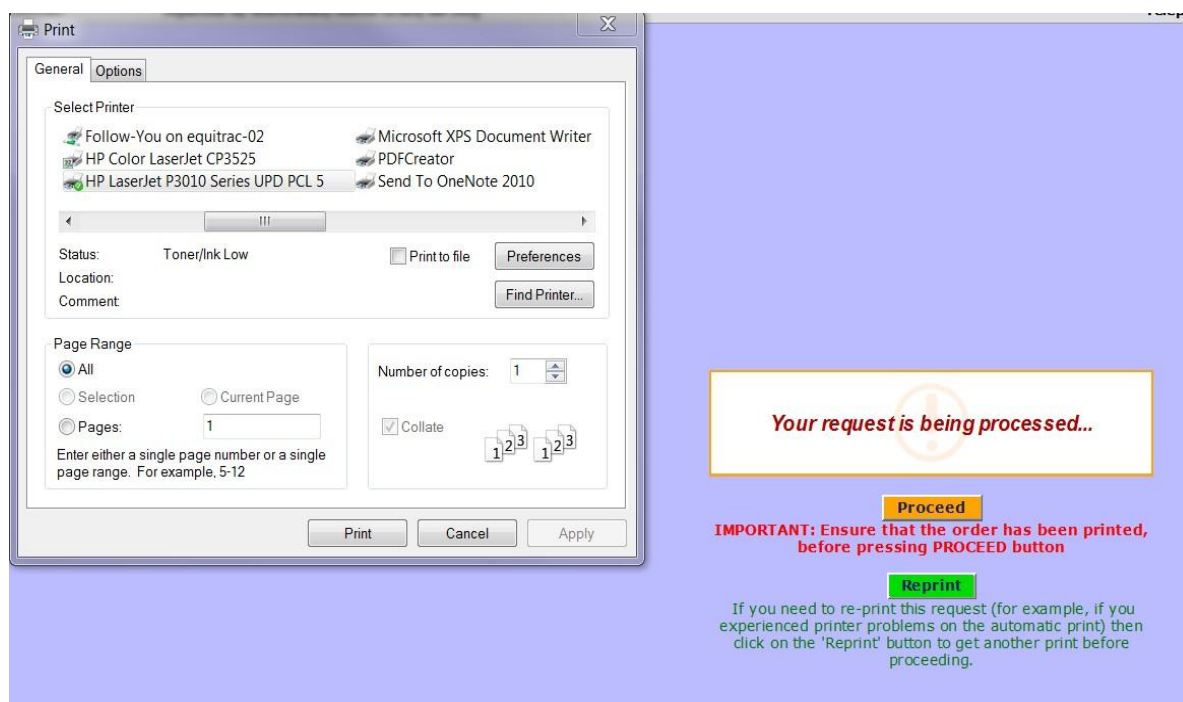
Once all required details have been entered, you are ready to submit your new Cytology Screen request and print out the A4 request form. The form be sent together with the specimen (attached to the specimen bag). It will contain all of the details you have just entered together with your details (Sample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

**Note:**

*Remember to sign each form in the section provided.*

Click 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, select the correct printer and click 'Print'.

Click on 'Reprint' should there be a problem with the first copy (i.e. paper jam), click on the 'Proceed' button if you are happy with the printed form and to finish the process.



An example Request Form is available in Appendix 1.

## 4. Editing and reprinting of an existing order

### 4.1. Editing test details

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

First, find the order you want to edit 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 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 interface. On the left, there is a navigation pane with buttons for Patient Search, Interop Options, Order Test, Patient Request List, Patient Report List, and Log off. The main area displays a 'Requests By Patient' table for Ms. Three EDISTPATIENT. The table has columns for Date/Time Requested, Sample Collection, Investigation (Request, Comment, Clinical Details), Loc, Ordered By, and Status. A 'Rules - Webpage Dialog' window is open in the center, showing a list of rules for editing a request. The rules include details about the patient, the test (Cervical Screen), and the reason for the request (e.g., 'Provided (LMP date = 16 Mar 2016), Reason for smear = Routine recall, Specimen site = Cervix, Condition = Postmenopausal, Appearance = Ectopy, Haemorrhage = Posttotal bleeding, Total Hysterectomy? = No').

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

|                                                                                                                                                                                                                                                                                                                                                                             |                                                        |                         |                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------|------------------------------------------------|
| <b>Patient Name:</b>                                                                                                                                                                                                                                                                                                                                                        | Ms Three EDITESTPATIENT                                | <b>Hospital Number:</b> | 03707585 <a href="#">See Case Note Numbers</a> |
| <b>Date of Birth:</b>                                                                                                                                                                                                                                                                                                                                                       | 19 July 1978                                           | <b>NHS Number:</b>      | 999 999 9484                                   |
| <b>Address:</b>                                                                                                                                                                                                                                                                                                                                                             | Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE |                         |                                                |
| <b>Investigations Requested:</b>                                                                                                                                                                                                                                                                                                                                            |                                                        |                         |                                                |
| <div> <div>↑</div> <div>GM Cervical Screening</div> </div>                                                                                                                                                                                                                                                                                                                  |                                                        |                         |                                                |
| <div> <div>Cervical Screen</div> <div>Replay Rules</div> </div>                                                                                                                                                                                                                                                                                                             |                                                        |                         |                                                |
| Type of screen - Cytology Primary Screen<br>Previous test date - 18 Mar 2014<br>LMP - Unknown<br>Reason for smear - Routine recall<br>Sampler - Cervix-Brush ® (Broom)<br>Specimen site - Vaginal vault (to be taken in colposcopy only)<br>Condition - Oral contraceptives<br>Appearance - Cervicitis<br>Haemorrhage - Intermenstrual bleeding<br>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 top reads 'Reprint Request', click the button to print the form (the remaining steps are identical to section [3.3](#)).

## 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 'Patient report List' button located on left side of the screen under the 'Interop Options' tab.

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

|                                                                                   |   |   |   |   |        |                    |                         |                           |               |                                                             |                   |                   |  |
|-----------------------------------------------------------------------------------|---|---|---|---|--------|--------------------|-------------------------|---------------------------|---------------|-------------------------------------------------------------|-------------------|-------------------|--|
| Location <span>[All locations]</span> <span>[Clear]</span>                        |   |   |   |   |        |                    |                         |                           |               | Show reports up to <span>22/03/2016</span> <span>[v]</span> |                   |                   |  |
| Filter by specialty <span>[All specialties]</span>                                |   |   |   |   |        |                    |                         |                           |               | Show reports from <span>08/03/2016</span> <span>[v]</span>  |                   |                   |  |
| Requesting Clinician <span>[All Clinicians]</span> <span>[v]</span>               |   |   |   |   |        |                    |                         |                           |               | Show <span>All reports</span> <span>[v]</span>              |                   |                   |  |
| Investigation <span>All Investigations</span> <span>[Clear]</span>                |   |   |   |   |        |                    |                         |                           |               | Print last <span>5</span> reports.                          |                   |                   |  |
| <span>&lt;&lt;&lt; Earlier reports</span> <span>Later reports &gt;&gt;&gt;</span> |   |   |   |   |        |                    |                         |                           |               | Requesting User                                             |                   |                   |  |
| !                                                                                 | + | - | + | + | 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 15:32 |  |
|                                                                                   |   |   |   |   | F      | Report             | Dr. S. MIHAJLOVIC       | THE RANGE MEDICAL CENTRE  | 002025.16     | 21 Mar 2016 00:00                                           | 21 Mar 2016 14:44 | 21 Mar 2016 15:27 |  |
|                                                                                   |   |   |   |   | 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 | 1.17          | 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 of results.

Click on the result of interest to access full result details:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        |                                    |                                                |                                                         |                    |                     |                        |                    |                           |                      |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------|------------------------------------------------|---------------------------------------------------------|--------------------|---------------------|------------------------|--------------------|---------------------------|----------------------|------------------------|
| <b>Patient Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Ms Three EDITESTPATIENT                                | <b>Hospital Number:</b>            | 03707585 <a href="#">See Case Note Numbers</a> | <b>Sex:</b>                                             | Female             |                     |                        |                    |                           |                      |                        |
| <b>Date of Birth:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 19 July 1978                                           | <b>NHS Number:</b>                 | 999 999 9484                                   | <b>Telephone No:</b>                                    |                    |                     |                        |                    |                           |                      |                        |
| <b>Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE |                                    |                                                |                                                         |                    |                     |                        |                    |                           |                      |                        |
| <a href="#">Back</a> <a href="#">Cumulative</a> <a href="#">All</a> <a href="#">Print</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |                                    |                                                |                                                         |                    |                     |                        |                    |                           |                      |                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Reported</b><br>17 Mar 2016 11:17                   | <b>Specialty</b><br>Histopathology | <b>Location</b><br>Virtual GP Practice         | <b>Clinician</b><br>Dr GP Virtualone (General Practice) | <b>Status</b><br>F |                     |                        |                    |                           |                      |                        |
| <p>system test HPV Primary Screen Unknown Vaginal vault (to be taken in colposcopy only) Abnormal / Suspicious</p> <p><b>Sample 002015.16 (LBC (SurePath))</b> Collected 16 Mar 2016 00:00 Received 16 Mar 2016 15:04</p> <p><b>Report</b></p> <p><b>Cytology Report</b></p> <p>HPV PRIMARY SCREENING - NO CYTOLOGY REPORTED.<br/>High-risk HPV test UNRELIABLE<br/>Please repeat in 3 months.</p> <table border="0"> <tr> <td>Cytological Pattern</td><td>No cytology result [X]</td></tr> <tr> <td>Specific Infection</td><td>HPV RESULT UNRELIABLE [U]</td></tr> <tr> <td>Management Suggested</td><td>[R] Repeat in 3 months</td></tr> </table> |                                                        |                                    |                                                |                                                         |                    | Cytological Pattern | No cytology result [X] | Specific Infection | HPV RESULT UNRELIABLE [U] | Management Suggested | [R] 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

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 P  
Specific Infec  
Management

Print

General

Options

Select Printer

Follow-You on equitrac-02

Microsoft XPS Document Writer

HP Color LaserJet CP3525

PDFCreator

HP LaserJet P3010 Series UPD PCL 5

Send To OneNote 2010

Status: Toner/Ink Low

Print to file

Preferences

Find Printer...

Page Range

All

Selection

Current Page

Pages: 1

Number of copies: 1

Collate

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

1 2 3 1 2 3

Print

Cancel

Apply

End of report

## Appendix1 – Example request form

| Cervical Screening Request Form                                                                                                                                                                   |          | Central Manchester University Hospitals <br><small>NHS Foundation Trust</small>                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HPV Primary Screen                                                                                                                                                                                |          |                                                                                                                                                                                                                      |
| NHS Number:<br><input checked="" type="checkbox"/>                                                                                                                                                | GP       | Order Number:<br><br>C978384                                                                                                      |
| <b>Patient Details:</b><br>NHS No:<br>Surname: EDITESTPATIENT<br>Forename: Ten<br>DOB: 22/03/1960<br>Sex: Female<br>Address: TEST, TESTTOWN, Rydon Lane, Exeter,<br>M12 3AB                       |          | <b>Requester Details:</b><br>Sample Taker: TEST, GP ST (X12345Y)<br>Contact No: 1<br>GP/Clinician: Dr GP Virtualone (ZZZZ1)<br>Location: Virtual GP Practice (ZZZZ4)<br>Copy to GP: .....<br>Copy to Location: ..... |
| <b>Request Details:</b><br>Date and Time of request: 22/07/19 - 15:26<br>LMP: Unknown<br>Previous test date: 22 Jul 2019<br>Reason for request: Routine recall<br>Sampler: Cervix-Brush ® (Broom) |          | Site: Cervix<br>Condition: Postnatal (<12 weeks)<br>Appearance: Ectopy<br>Haemorrhage: Postcoital bleeding                                                                                                           |
| <b>Clinical Details:</b><br>TESTING THE SYSTEM<br>Signature .....                                                                                                                                 |          |                                                                                                                                                                                                                      |
| <b>Laboratory use only:</b>                                                                                                                                                                       |          |                                                                                                                                                                                                                      |
|                                                                                                                                                                                                   | Initials | Details or Comments                                                                                                                                                                                                  |
| Error code:                                                                                                                                                                                       |          |                                                                                                                                                                                                                      |
| Broom check:                                                                                                                                                                                      |          |                                                                                                                                                                                                                      |
| 2nd check HPV 1°                                                                                                                                                                                  |          |                                                                                                                                                                                                                      |
| Request allocated by:                                                                                                                                                                             |          |                                                                                                                                                                                                                      |
| Exeter history check:                                                                                                                                                                             |          |                                                                                                                                                                                                                      |
| Primary screener:                                                                                                                                                                                 |          |                                                                                                                                                                                                                      |
| Checker 1:                                                                                                                                                                                        |          |                                                                                                                                                                                                                      |
| Checker 2:                                                                                                                                                                                        |          |                                                                                                                                                                                                                      |

**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@mft.nhs.uk](mailto:Labs.SD@mft.nhs.uk)

**Note:**

*New users should be first added to the Cervical Sample Takers Database by their Practice Manager / Lead Clinician. Once accepted they will also be added to Cytology ICE for electronic requesting. Please visit the link below for more information:*

<https://mft.nhs.uk/the-trust/other-departments/laboratorymedicine/cytology/cervical-sample-takers-database/>