**Pathology Department** 

**Sunquest ICE GP Order Communications User Guides** 

# GP PRACTICE USER GUIDE FOR

## EMIS Web & Sunquest ICE

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### 1. Making a Pathology Request from EMIS Web

- 1. Find the patient within EMIS Web in the usual manner
- 2. Open a new consultation
- 3. Select Test request

C 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	EMIS Web Health Care	System	MOUSE, Micky (Mr) - 🗇 🗙
Summary Consultations Medication Problems Inv	estigations Care History Care Planner	Documents Referrals	New Consultation 🔁 😣 🌗
Save Next Problem Sharing Consultation	ERY Run Book Create Template Appointment Task Actions	Medication Regime Review Shared Re	Shared ecords Print SetUp Knowled
Test Requests - 2			2
💲 MOUSE, Micky (Mr) Born: 01-Jan-1960 (51y) Gen	ler: Male EMIS No.: 10960	Usual GP:	BOWES, Robert J (Dr) 🛛 Active Patient 🤳
Consultation 1. <no problem=""> 😒</no>			» Summary
Problem			Planner ≎
History			Overdue Tasks
Examination			Test Request Awa 09-Dec-2011 🧧
Eamily History			Clinical Alerts 🗸
Social			Problems \$
Comment			Active Problems
Medication			Impotence
Follow up			Vitamin B12 deficiency
Procedure			Allergy, unspecified
Test Request			Malignant neoplasm of bronchus or I
Referral			Ankle joint operations
Document			Medication 0
-			Acute 🛆
			Inactivated Influenza (Split Virion)
			Inactivated Influenza (Split Virion)
09-Dec-2011 GP Surgery (KINGSWOOD SURGE	RY) NURSE, Locun	n (Mrs) 🔥	Inactivated Influenza (Split Virion)
Test Request 👂 Biochemistry - Unknown specime	n		Allowsias
Haematology - Unknown specime	n		Adverse reaction to penicilling
07-Dec-2011 KINGSWOOD SURGERY	PRUST, Sue (I	٩rs)	Alleray to Nut • Alleray to Nut
Document OOH report () OOH report (07-0	ec-2011)		A Cummo and
01-Dec-2011 Unknown	BELLINGHAM,	Shirley (M	1 Summary
Additional Tropical Diseases Outpatient Refe	erral 🕼 Form generated via DORIS	×	1 Resource
Latest Contacts	Summa	ry 😑 — 🖓 🕀 Detailed	×
NURSE, Locum (Mrs)   KINGSWOOD SURGERY	1		
🛃 start 🛛 🙆 👰 🤌 🎲 EnCompass	🙃 EMIS Web Health Car 🛛 🚆 KINGSTO	N urDrive (E:)	EN 🔦 🏷 🌺 🕶 🔛 🔽 13:17

4. Select **Online Test Request** & the following screen appears confirming the test provider as Maidstone & Tunbridge Wells NHS Trust

Online Providers	x
Maidstone & Tunbridge Wells NHS Trust	
OK Cancel	

5. Click the  $\mathbf{OK}$  button – you will now be transferred to the ICE requests page

2. Placing a Request in ICE



### Navigating Around the Test Request Screen

- 1. Patient Details -these are pulled from EMIS
- 2. Tests click on the test name or tick box to select a test
- 3. Last 5 requests details of the last 5 requests made for this patient on ICE.
- 4. **Test panels** designed for GP, Practice Nurse & Midwife. These display the commonly requested tests from Primary Care
- 5. **Test Pages** designed to display additional tests that can be requested for each pathology discipline
- 6. Search button for use if you cannot find a particular test
- 7. Continue with request button click on this to move to next screen

There is also a Services menu bar which will allow you to navigate around the ICE environment. This will allow you to view reports & previous requests for individual patients & for the practice, depending on your permissions level.

### **ICE Test Request Screen**

The ICE test request screen is composed of 3 different areas

### 1. Headers

These are headers for a group of related tests

HAEMATOLOGY

### 2. Individual Tests

These are individual tests that can be selected by clicking either on the test name or in the tick box.

Hovering over the test name will highlight any help text that has been associated with that test. This will be displayed in a yellow banner.

t Internet Explorer				
TEN EDITESTPATIENT	Hospital No.:	ZH02224871	Sex: Female	<< Back Virtual GP
Dummy address, ME12 1ME	1415116.	555 555 5555	Telephone No:	Edit Details User:vvirtualone
Practice Nurs	е		Midwife	
-		Only for patients on anticoage	llant therapy	KEY
HAEMATOLOGY		CLINICAL BIOCHEMISTRY	MICROBIOLOGY	
🔲 Full Blood Count		🗌 Renal profile		Urine
ESR		Liver function profile	Genital Swab (C	ulture. Chlamvdia. HSV etcl
🔄 🗌 Vitamin B12 and Fo	late assay	HbA1c DCCT & IFCC	S	abs for MC&S.
Anticoagulant INR		Calcium/Albumin	Faeces (C	ulture. Parasite. C.diff)
📃 Glandular Fever Sc	reen	CRP		Soutum
-		Thyroid function	Seroloav (if i	ot here, do to Micro, tab)

### 3. Test Collections

These are collections of related tests. Selecting a test collection will take you to another screen with a list of the individual tests from which you can make your selection

For example – Selecting a Urine test collection under the Microbiology header will present you with the following screen

esktop - Microsof	t Internet Explorer						
Patient Name:	TEN EDITESTPATIENT	Hospital No.:	ZH02224871	Sex: Fe	male	<< Back	
Date of Birth:	22 March 1960	NHS no:	555 555 5555			🔺 🖻 🔄	Practice
Address:	Dummy address, ME12 1M	E		Telephone No:	I	dit Details Us	er:vvirtualone
GP	Practice N	urse			Midwife		
Routine Tests							KEY
Screening							
Panel				Urine			
Haematology	Urine for MC&S						
Transfusion	Urine for Schiste	isoma ova (eg. sputum, urine etc					
Immunology	Chlamydia Ag (P	CR)					
Biochemistry	🗌 Chlamydia & Gor	norrhoea (PCR)					
Microbiology							
Search	Deselect All				Ok	Cancel ar	d Return
Jouron							
Set as							
Default Panel							
	⊥ Most recent requ	ests made for this pat	ient:		To view all requests	for this patient	, <u>click here</u> ,
	-			To view records of the	e tests on this panel only made	for this patient	, click here.
	Requested	dianal Course		Investigations	Priority	Loc Order	red Status
	14 Jan 2011 13:50:13 /W	Blood Count			Routine	299993 cpow	ell ERR
	14 Jan 2011 09:41:45 Pull	blood Counc			Routine	Saaaaa AAlking	ione ERR
	07 Jan 2011 15:29:34 Ker	ar provie			Routine	raaaan digma	on REC
with request							

You may then select the individual test required from this screen.

### Selecting a Test

Once you have selected a test the following may occur:

- 1. Nothing A tick appears beside the test. You must then click on the Green 'Continue with request' button at the bottom left-hand corner of the screen
- 2. A pop-up box requesting more information will appear. This is particularly for Microbiology requests. These questions have been designed to gather as much information as possible & reduce the requirement for free-texting.

							_ 0
Patient Name: Date of Birth:	TEN EDITESTPATIENT 22 March 1960	Hospital No.: NHS no:	ZH02224871 555 555 5555	Sex: Female	<	< Back Vint	
ddress:	Dummy address, ME12 1ME			Telephone No:	Edit I	Details User:ww	virtualo
GP	Practice Nurse		🗿 Set Specialties Web Page Dialo	8			
Routine Tests			mic-uri-panel				1
Screening Panel Haematology Transfusion Immunology Biochemistry Microbiology Search	Urine for MC&S Urine for Schistosomi AAFB (TB) MC&S (eg. Chlamydia Ag (PCB) Chlamydia & Gonorth Deselect All	a ova sputum, urine etc oea (PCR)	mic-uri-st-text       Urine for MCDS has been selected       Urine for MCDS has been selected       mic-uri-st-text       Specify type of urine sample       (Please Select)       mic-uri-cd-text       Please state relevant clinical details       (Please Select)       mic-uri-cd-text       Is the patient programt?       Oyse     No	×		Cancel and Re	eturn
Panel	↓ Most recent requests Requested 14 Jac 2011 1550:13 <i>Fed Blood</i>	made for this pat			ок	his patient, <u>clic</u> his patient, <u>clic</u> o <b>c Ordered</b> 1993 cpowell	k her k her Statu ERR
	14 Jan 2011 09:41:45 Full Blood	Count				993 vvirtualone	ERR
	07 Jan 2011 15:29:34 Renal prof.	ile				1993 glawson	REC
Continue with request			1				

3. For time restricted test a warning box will appear stating that the test has been previously requested with the opportunity either to continue with the request or not, as appropriate

es	ktop - Microsoft	Internet Explorer							
	Patient Name: Date of Birth:	FOURTEEN EDITESTPATIENT 05 July 1939	Hospital No.: 2 NHS no: 9	H02224873 See Case Note Numbers 99 999 9603	Sex:	Female	<< Back	Virti Pra	ual GP ctice
p	Address:				Telephone No:		Edit Details	User: <b>vv</b> i	irtualone
	GP	Practice Nurse				Midwife			
	Poutine Tests	·							
	Koddile 16565								KEY
J	Screening Panel	HAENATOLOCY				MICROPIOLOCY			
•		Full Blood Count		Repair profile		MICKOBIOLOGY			
	Haematology			Liver function profile		Gapital Such (Culture C	klamudia MSV	atc)	-
	Transfusion	Vitamin B12 and Folate	assay			Swabs for I	AC85.		
	Immunology	Anticoagulant INR		Calcium/Albumin		Faeces (Culture, P	arasite. C.diff)		
		Glandular Fever Screen				Soutu	m		
	Biochemistry			Thyroid function		Serology (if not here.	go to Micro, tal	a	
	Microbiology	BLOOD TRANSFUSION	Test pre	viously requested Web Page Dialog	X	Chlamvdia fvad	. urine etc)		
	Search	Blood Group/Antibody S	icreen		_	Funci (Dermatoph	vte) Nail/skin		
			previo	HbA1c DCCT & IFCC ously requested at 17/02/2011 11:23.		Virology (not	seroloavì		
	Set as	IMMUNOLOGY		Do you want to continue?					
	Default	Rheumatoid Factor Scree	en 🛛		tio	CELLULAR PATHOLOGY			
	( ranci	Coellac Screen		NONO		Histology			
		□ Allergy test 🖘 🗍				📃 Non-Gynae Urine			
		ANA/ANF				📃 Non Gynae Sputum			
1									
		Most recent requests ma	de for this patien	t:		To view all reque	sts for this pa	tient, <mark>clic</mark>	k here.
		*			To view records of	the tests on this panel only ma	de for this pa	tient, <mark>clic</mark>	k here.
		Requested		Investigations		Pri	ority Loc	Ordered	Status
		17 Feb 2011 11:23:43 Cortiso/				Ro	Jtine 299993	cpowell	REQ
		17 Feb 2011 11:23:18 HbAIc DCCT	& JFCC			Ro	Jtine 299993	cpowell	REQ
		17 Feb 2011 11:22:53 Renal profile	-			Ro	tine 299993	cpowell	REQ
	Continue with	03 Feb 2011 10:11:31 Unine for MC8	5			Ro	Jone 299993	cpowell	ERR
1	request	U3 Feb 2011 09:57:33 Unine For MC8	8			Ro	Jone 299993	cpowell	ERR

Clicking on the date/time of the previous request will display any reports that are available for that test.

### Searching for a Test

The majority of tests requested in General Practice can be found either on the user panels (arranged horizontally across the top of the request) or on the discipline specific pages (arranged vertically down the left-hand side of the request)

If you cannot find a particular test on any of the test pages you can use the search facility.

The Search button is found at the bottom of the horizontal tabs. Clicking on this brings up the search function. Type in the test you wish to find (limit the number of characters to 3 to take account of any spelling anomalies) and then click on the Search button (you may need to scroll down the page to find this, depending on your screen resolution & then scroll back up to view the tests found).

A list of tests will appear that you can then select in the usual manner.

esktop - Microsoft	Internet Explorer						
Patient Name:	TEN EDITESTPATIENT	Hospital No.:	ZH02224871	Sex:	Female	<< Back	/irtual GP
Date of Birth:	22 March 1960	NHS no:	555 555 5555				Practice
Address:	Dummy address, ME12 1ME			Telephone No:	l.	idit Details User	vvirtualone
GP	Practice Nur	rse			Midwife		
Routine Tests							KEY
Screening Panel	Search:	🔲 Haemoglobin A2	level				
Haematology	for Tests	HbA1c DCCT & IF	=CC				
Transfusion	<ul> <li>Test Collections</li> </ul>						
Immunology	Name:						
Biochemistry	HBA Search in:						
Microbiology	O this panel only						
Search	tests/collections						
Set as Default	Search type:						
Panel	<ul> <li>descriptions</li> <li>codes</li> </ul>						
	<ul> <li>descriptions &amp; codes</li> </ul>						
	Search for text:						
	<ul> <li>Anywhere in name</li> </ul>						
	O From the start of the name						
	$\downarrow$ Most recent reque	sts made for this pat	tient:	To view records of t	To view all requests the tests on this panel only made	for this patient, for this patient,	click here.
	Requested			Investigations	Priority	Loc Ordere	d Status
	17 Feb 2011 16:02:28 LBC s	ample for Cytology			Routine	Z99993 vvirtualor	ne REQ
	14 Jan 2011 13:50:13 Full B	llood Count			Routine	Z99993 cpowell	ERR
	14 Jan 2011 09:41:45 Full B	llood Count			Routine	Z99993 vvirtualor	ne ERR
Continue with request	07 Jan 2011 15:29:34 Rena	l profile			Routine	299993 glawsor	REC

If you cannot find the appropriate test please telephone the laboratory -

Clinical Biochemist: 01892 35913 Blood Science Lab: 01622 24460 & ask to speak to a senior scientist

### 3. Completing a Request

- 1. Select all the tests you require for the patient
- 2. Click on the Green Continue with Request button
- 3. You are now presented with the Request Details Screen

sktop - Microsof	ft Internet Ex	plorer				
Patient Name:	TEN EDITEST	PATIENT	Hospital No.:	ZH02224871	Sex: Female	< <back gp<="" th="" virtual=""></back>
Date of Birth:	22 March 19	60	NHS no:	555 555 5555		🚣 🚘 🛛 Practice
Address:	Dummy add	ress, ME12 1ME			Telephone No:	Edit Details User:vvirtualone
Please complete background are	the following mandatory.	details regarding your	r request. Once yo	ou have completed the details,	click the 'Accept Request' button to continue or 'More T	'ests' to add more tests. Fields with a shaded
General Det	ails:				Order Details:	
User:		vvirtualone			↑ Haematology	
Bleep / Contact	No:				Tests in this order: Full Blood Count	
Requesting Con	sultant / GP:	Virtualone, Dr Virtua	alone 💌		Send patient to practice phlebotomist	
Location:		Virtual GP Practice			Print form/label	
Clobal Clinica	Detailer				Please telephone results	
Giobar cinica	liniaal dataila				Priority: Routine V	
In the text of	cillical decails				Sample collection options:	
					<ul> <li>Collect sample now</li> </ul>	
					O Phlebotomist to collect sample	
Category:		NHS 🗸			O Patient to provide sample	
					T Biochemistry	
					Tests in this order: Renal profile	
					Send patient to practice phlebotomist	
					Print form/label	
					Please telephone results	
					Priority: Routine 💌	
					Sample collection options:	
					<ul> <li>Collect sample now</li> </ul>	
					O Phlebotomist to collect sample	
					O Patient to provide sample	
					M	ore Tests Accept Request Review

### Left-hand Side of the Screen

Here you find the requestor details

- **User** this will be pre-populated with the user making the request
- Bleep/Contact No This can be entered if required. However it will be mandatory if the 'Please Telephone Results' box is ticked or the priority is Urgent
- **Requesting Consultant/GP** This will be automatically completed if you are ordering in your own right. If you are placing an order on behalf of another user you will need to select that user from the drop-down list
- Location This will be automatically completed with the Practice name.
- Global Clinical Details This is an area where you may type in any further information that has not been previously captured. This is a non-mandatory field and will take up to 1000 characters. However, please be aware that the Laboratory system can only accept the first 35 characters!
- Category Please select either NHS or Private (default is NHS)

### **Right-hand Side of the Screen**

Here you will find the specific order details for each of the laboratory disciplines

Order Details:
↑ Haematology
Tests in this order: Full Blood Count
Send patient to practice phlebotomist
Print form/label
Please telephone results
Priority: Routine 💌
Sample collection options:
Ollect sample now
O Phlebotomist to collect sample
O Patient to provide sample
T Biochemistry
Tests in this order: Renal profile
Send patient to practice phlebotomist
✓ Print form/label
Please telephone results
Priority: Routine 💌
Sample collection options:
Ollect sample now
O Phlebotomist to collect sample
O Patient to provide sample

There is a choice of 3 collection options available at this stage of the requesting process.

#### 1. Send Patient to Practice Phlebotomist

Selecting this option will postpone the completion of the request until the phlebotomist has collected the sample. Selecting this option overrides any defaults

### 2. Collect Sample Now

This is the default option for specimen collection at the time of consultation.

### This will print a form and a label for Microbiology, Cellular Pathology, Cytology & Blood Transfusion requests This will print only a label for Haematology, Biochemistry & Immunology requests

The date/time collected will be printed on the label

### 3. Patient to Collect Sample

To be used when the patient will collect their own sample (eg urine, stool)

This will print a form and label

The date/time collected will not be printed on the label & will need to be added by the patient once the specimen has been taken.

**NOTE:** Pathology at MTW NHS Trust has taken the decision not to have paper request forms for Haematology, Biochemistry & Immunology samples. If your patients wish to have a form to take with them to phlebotomy you may select the 'Print a postponed request summary for this order' option

, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a	haded
Order Details:	
↑ Haematology	
Tests in this order: Full Blood Count	
Send patient to practice phlebotomist	
Print a postponed request summary for this order	
-	

A sheet of A4 will print with the patient details and tests requested with a large box for additional, hand-written, information.

### Accepting the Request

Once the order details have been completed for each discipline there are 3 further options:

Maura Tasta	Accest Descusses	) Desiries
more lests	Accept Request	I Review

- 1. **More Tests** Click on this to select more tests
- 2. Accept Request This completes the request & takes you to the printing screen
- 3. **Review** Allows you to review the tests requested on a summary screen. This will also allow you to view the specimen containers required for the tests by showing a print preview of the label as follows:
  - Select **Review** The review screen appears

)e	iktop -	Microsoft	Internet Explorer						
	Patient Date of	Name: Birth:	Eight Editestpatient 12 March 1972	Hospital No.: NHS no:	ICE196 999 999 9530	Sex: Male		<< Back Admin	
р	Addres:	s:	5 Any Street, Dummyville, EX2 1AA			Telephone No:		Edit Vetails User:cpowell	1
	Inve	stigations	Requested:			More Tests	Proceed With Request	Print Preview	,
	Ť	Biochem	histry						1
		Renal pro	ofile						
Н		Liver fun	ction profile						
Ď	Ť	Haemat	ology						
Î		Full Blood ESR	d Count						

### • Select **Print Preview**

A print preview of the specimen label appears with details of the sample container at the top left hand corner of the label. Note that there may be a number of preview screens on different pages as shown below:

De	sktop - Microsoft	Internet Explorer				
р	Patient Name: Date of Birth: Address:	Eight Editestpatient 12 March 1972 5 Any Street, Dummyville, EX2 1AA	Hospital No.: NHS no:	ICE196 999 999 9530	Sex: Male	Content of the sector of t
	PRINT PREVIEW	t.			Page: 1/2 < > Return Procee	d With Request Cancel
						Profile: 1/1 < >
		Purple top profile sources book construction out construction Bit is sources out construction Bit is sources book construction	Linguator Locas 2000 Locas 2000 Desentor Locas 2000 Desentor	practu #		

• Once the container types have been noted you may return to the request by selecting the **Proceed with Request** button

Sex: Male << Back	Admin Location
Telephone No: Edit Details	User: <b>cpowell</b>
Page: 1/2 < > Return Proceed With Request	Cancel
Profile:	1/1 < >

### 4.Printing a Request

Printing is dependent upon the specimen collection option that has been selected.

1. Send Patient to Practice Phlebotomist No print

### 2. Collect Sample Now

Label only prints for Haematology, Biochemistry & Immunology requests Label and form print for Microbiology, Blood Transfusion, Cellular Pathology and Cytology Date & time of collection prints on the label & form

### 3. Patient to collect sample

Label & form will print. The date & time of collection will need to be written on the label & the form by the patient.

### Printing a Label

The following screen will appear

)e	sktop - Microsoft	Internet Explorer					
	Patient Name:	TWENTYONE EDITESTPATIENT	Hospital No.:	ICE2	Sex: Female	<< Back	Mote
Ē	Date of Birth:	12 January 1982	NHS no:	999 999 9689			Medical
р	Address:	16 ANY STREET, DUMMYVILLE, EX2 1A	A		Telephone No:	Edit Details	ser:cpowell
			Anidstone: S Select a Frinter Select a Frinter TopPa TopPater select	pecimen Label Web Page Dialog. 🖗 🔀 : : ccp* at+* ed, print will default to *LiceRecep*. Print	ssed		

- Select the printer named \*IcePath\* to print locally
- Select the printer named \**IceRecep*\* to print to a shared printer (often located at reception)
- Click on Print. Labels will print from the label printer selected

### Printing a Form

When printing a form a Windows printer box will appear. Select the A4 printer you require from your Practice list

Desktop - Micros	oft Internet Explorer			🔳 🖃 🔛
Patient Name: Date of Birth: Address:	TWENTYONE EDITESTPATIENT 12 January 1982 16 ANY STREET, DUMMYVILLE, EX:	Hospital No.: ICE2 NH5 no: 999 999 9689 2 1AA	Sex: Female Telephone No:	<< Back     Admin       Location     Location       Edit Details     User:cpowell
		Print      General Options      Solect Printer      Solection      Solection      Page Barge      OAl      Selection      Current Page      Pages:      1      Ender Sole Solection      Current Page      Pages:      1      Ender Solection      For example, 5-12		

Once printing is complete you may be asked to click on a 'Proceed' button to complete the transaction

Click on **OK** when the **Data Filed with EMIS – Click OK to Close and Return** box appears

### 5. Collecting a Specimen at Phlebotomy

The method of collection differs depending on the number of

- 1. Select patient from Appointments List
- 2. Type in **M** using the keyboard
- 3. Select Care Planner at top of screen

	ems Add	Summary Cor Edit S Delete Sharing dd/Edit	Source Current Appointments Complete test	EMISW nvestigations Care History ed Completed Test Requests Bhared R	eb Health Care System Care Planner Douments Shared Print ecords Print	MOUSE, Micky (M) Referrals New Consultation	- a x
	Test Re	equests - 2					8
-	<u>.</u> •	10USE, Micky (M	1r) Born: 01-Jan-1960 (51y) Ge	nder: Male EMIS No.: 10	960	Usual GP: BOWES, Robert	J (Dr) Active Patient 🤳
	1	Date	Item	Details		Status	Action
	Planne	ed Items					
		21-Sep-2011	Intramuscular injection of vitam	in B12			
	(3)	13-Nov-2011	Diary event: Influenza		Lab Order		
	(8)	12-Mar-2012	Prostate specific antigen		Reference Number		
	(3)	21-Jun-2012	Diabetic monitoring				
	6	21-Jun-2012	CHD monitoring				
	8	28-Jun-2012	Asthma annual review				
	0	17-Aug-2012	Astrima Standard choct Y-rau				
	Tacks	31-AUG-2012	Standard thest Anay				
	Tasks	00.000.0011	Test Request Awaiting Sample	Linknown s	necimen - Test Rec Aw:	aiting	Open
	Test R	equests	rest request rivating sample	OTKIDWITS	peciment - rescried	ading	Open
$\smallsetminus$	ß	31-Aug-2011	Test request : HbA1c DCCT anda	mp; IFCC Lab Order F	Reference: 1509-101 20-8	Awaiting Sample	Track Online
	8	08-Sep-2011	Test request : Syphilis serology	Lab Order F	Reference: 2011-107 227-M	Awaiting Sample	Track Online
	2	09-Dec-2011	Test request : Liver function pro	file Lab Order f	Reference: 9272-147	Awaiting Sample	Track Online
	æ	09-Dec-2011	Test request : Renal profile	Lab Order F	Reference: 9272-1478189-B	Awaiting Sample	Track Online
	P	09-Dec-2011	Test request : Ferritin	Lab Order F	Reference: 9272-1473189-B	Awaiting Sample	Track Online
	2	09-Dec-2011	Test request : Calcium/Albumin	Lab Order F	Reference: 9272-1473189-B	Awaiting Sample	Track Online
	ø	09-Dec-2011	Test request : HbA1c DCCT anda	mp; IFCC Lab Order F	Reference: 9272-1473189-B	Awaiting Sample	Track Online
		urse   NURSE,	Locum (Mrs)   KINGSWOOD SURGER			The second strengt	
_	🥶 SI	an 🔰 🕲 🌽	Y 💯 🦓 EnCompass	a 🗟 EMIS Web Health Car	KINGSTON urDrive (E:)	Document1 - Microsof	EN 💎 🔊 🐨 🕲 🔽 13:18

- 4. Use scroll bar to get to bottom of page & search for 'Test Requests'
- 5. Select test request this will have **awaiting sample** in right hand column
- 6. Click on 'Track On-Line'. You will now enter ICE

Depending on the number of requests that share the same Lab Order Reference Number you will enter the following screens in ICE: Single Discipline Requests (Unique Lab Order Reference Number) – Single Order in ICE

You will now enter the ICE General Details Screen

op - Microsof	ft Internet Explorer					
stient Name:	Ms FIVE EDITESTPATIENT	Hospital No.:	ICE447	Sex: Female	<< Back	Admin
ste of Birth:	06 November 1985	NHS no:	999 999 9506	which are the	👬 🖾	Location
adress:	No Address Given, Maidstone			Telephone No:	Edit Details Us	ser:cpowell
General Username: Bleep / Cont Requesting C	Details 69011791 act No: Consultant / GP: Dr R Fernando The College Pri	(G9011791) actice		T Haematology Tests in bits order: Full blood Count		
Clinical Detai	ils: unwell			<ul> <li>Collect sample now</li> </ul>		
Priority:	Routine			O Phlebotomist to collect sample		
Telephone Re	esults: No			O Patient to provide sample		
ICEMail Resu	ilts: No					
Category: Sample Cont	NHS taipers Required: 1 x 4mL Rumle	top EDTA Haam	(	Accept Request Concel		
	amers required. I & the rurple	COP COTA Hacin				
Addition	al Information					
Examina	ition(s) Requested					
Full Blood C	Count					

- 7. Check tests requested & prepare bottles required
- 8. Confirm patient's full name and date of birth and collect blood
- 9. Click on Accept Request
- 10. Label print box appears Select **IcePath** (if not already defaulted shown by being highlighted with a dark grey bar) click on **Print**
- 11. Correct number of labels print for the tests collected
- 12. Once all labels and forms (if required for Microbiology) have printed click on the '**Proceed**' button. A dialogue box will appear signalling that the data will be filed back into EMIS
- 13. Click **OK** You will now be returned to the EMIS Web Care Planner and the tests will have been removed from the Test request List & will appear in the Completed test Requests List under the appropriate icon



14. Return to appointments list

Date: 08.01.2014

### Multiple Discipline Requests (Different Lab Order Reference Numbers)

Each pathology discipline (Haematology, Biochemistry, Microbiology etc) is set up in ICE as an individual Provider. This will mean that requests for blood tests, for example, for Haematology and Biochemistry are treated by ICE as separate requests on one order.

- 1. Perform steps 1 6 above
- 2. A list of samples to be taken appears

sktop - Microsoft I	internet explorer						_ L L L
Patient Name: TWO EDITESTPATIENT		Hospital No.: ICE444 Sex: Female					Admin
Date of Birth:	29 February 1964	NHS no:	999 999 9476			🔔 🚖 👘	
Address:	NO ADDRESS GIVEN, MAIDSTONE			Telephone No:		Edit Details Us	er:coowe
<b>Requests By Patie</b>	nt:			Status:	Postponed		~
				Sample type: [All sample types] Y Sample Status: [Sho	W Allj		~
Date/Time Rec	quested Sample Collection		Investig	tions (Request Comments, Clinical Details)	Loc	Ordered By	Status
21 Mar 2011 15:59		F - Full Blood	Count		Z99993	cpowell	POS
21 Mar 2011 15:59		EC - Renal pri	ofile   HBAD - HbA1c DCCT & .	FCC   LFR - Liver function profile	Z99993	cpowell	POS

- 3. Note the tests requested and prepare the correct bottles
- 4. Select the first test
- 5. Check patient details with patient
- 6. Collect blood in all bottles
- 7. Click on Accept Request to print labels for first test
- 8. Once this label has printed, click on the Services menu
- 9. Select Patient Sample Queue from the drop down list

- 10. Repeat as required for the number of requests placed
- 11. Once all labels have printed Click on *Proceed* to return to EMIS as above

### 6. To Add or Delete Tests

Tests can be added to, or deleted from, an electronic request up to the point of specimen collection.

### To Edit a Test in ICE

- 1. Find the patient in EMIS web
- 2. Click on the Care Planner tab at the top of the screen
- 3. Scroll down to the Tasks section of the planner

emis	🔚 📸 😫	) to 🖹 🔳 🐍 🖹 🖌 🖉 🖺	₹ EMISV	Veb Health Care Syste	em	MOUSE, Micky (Mr)	
	Summary Co	nsultations Medication Problems I	nvestigations Care History	Care Planner Doc	cuments Referrals	New Consultation	🗖 😡 🌗
Add Add	Edit Edit Delete Sharing dd/Edit A	Current Lems Past Complete Appointments Complete View	ed Completed Test Requests My Record Shared	Shared Records Print Records Print			
. N	10USE, Micky (N	Mr) Born: 01-Jan-1960 (51y) Ge	ender: Male EMIS No.: 1	0960	Usual GF	BOWES, Robert	J (Dr) Active Patient J
1	Date	Item	Details			Status	Action
Planne	ed Items						
(3)	21-Sep-2011	Intramuscular injection of vitam	in B12				
(3)	13-Nov-2011	Diary event: Influenza					
(3)	12-Mar-2012	Prostate specific antigen					
6	21-Jun-2012	Diabetic monitoring					
6	21-Jun-2012	CHD monitoring					
6	28-Jun-2012	Asthma annual review					
3	17-Aug-2012	Asthma					
- 0	31-Aug-2012	Standard chest X-ray					$\frown$
Tasks							
1	09-Dec 2011	Test Request Awaiting Sample	Unknown	specimen - Test Re	quest Awaiting	(	<u>Open</u>
Test R	equests						
1	31-Aug-2011	Test request : HbA1c DCCT and	amp; IFCC Lab Order	Reference: 1509-1	038320-B	Awaiting Sample	Track Online
2	08-Sep-2011	Test request : Syphilis serology	Lab Order	Reference: 2011-1	075227-M	Awaiting Sample	Track Online
1	09-Dec-2011	Test request : Liver function pro	ofile Lab Order	Reference: 9272-1-	473189-B	Awaiting Sample	Track Online
1	09-Dec-2011	Test request : Renal profile	Lab Order	Reference: 9272-1-	473189-B	Awaiting Sample	Track Online
1	09-Dec-2011	Test request : Ferritin	Lab Order	Reference: 9272-1-	473189-B	Awaiting Sample	Track Online
	09-Dec-2011	Test request : Calcium/Albumin	Lab Order	Reference: 9272-1	473189-B	Awaiting Sample	Track Online
	09-Dec-2011	Test request : HbA1c DUUT and	amp; IFCC Lab Order	Reference: 9272-1	473189-B	Awaiting Sample	Track Online
NHS N	lurse NURSE	E, Locum (Mrs)   KINGSWOOD SURGER	Y				
🦺 st	art 🛛 🙆 🖇	🛿 🧑 🤌 🍪 EnCompass	EMIS Web Health Car	RINGSTON urDr	rive (E:) 🛛 💆 Doc	ument1 - Microsof	EN 🔇 🏷 🍓 💬 🕲 🔽 13:16

4. Select test and click on **Open** – This takes you to the workflow task in workflow manager

5. Click on the **Edit Test Request** icon. You will now enter ICE on the request to be updated

em	) 🖸 🏠 😫	🕹 📷 🖹 🛲 📚	🖹 🖌 💐 📕	÷	EMIS Web H	Health Care Sys	tem		MOUSE, Micky (Mr)	Workflow Manager	-	٥	×
e	Summary C	onsultations Medicatio	n Problems Inve	stigations Care	History Care	Franner Doc	uments R	eferrals	New Consultation	Workflow Task		0	
Cie	Previous ose Vext Navigation	MOUSE, Micky Test Requests	(Mr) Awaiting Sample	Change Owner Add Note View History Action	Sample Test Request	Edit Test Request							
Tes	t Requests - 2				1	$\langle /$							<u>()</u>
	MOUSE, Micky	(Mr) Born: 01-Jan-:	<b>1960 (51y)</b> Ge	nder: Male	EMIS No.: 10	9.0		Usua	al GP: BOWES, R	obert J (Dr)	Active Patie	nt -	Ļ
Task List - Item 2 of 2	Unknown spec NURSE, Locum of Sent: 09-Dec To: NURSE Biochemistr Test request Test request Test request Test request Clinical Details Sample Due - 09	imen - Test Reque Mrs) 2011 13:02 Locum (Mrs) y - Unknown specim : Calcium/Albumin : Ferritin : HbA1c DCCT andam : Renal profile : Liver function profile : Liver function profile Dec-2011	est Awaiting Sam nen np; IFCC a Inoculation	n Risk									
NH	S Nurse NUR	SE, Locum (Mrs)   Ki	INGSWOOD SURGER	Y									
-	start 🕑	👰 🧌 🤔 EnC	Iompass	🙃 EMIS Web H	lealth Car	👷 KINGSTON	l urDrive (E:)	1	Document1 - Micros	of EN 🔇	s 🕹 🖸 🕑 🛛	2 13:	18

- 6. Once in ICE:
  - I. Edit the test as required select additional tests or de-select as necessary
  - II. Click on green 'Continue with request...' button
  - III. Accept the request. this will write the amended test back into EMIS Web

### To Delete an Entire Request in ICE

- 7. Follow steps 1 5 above
- 8. Select the **Services** menu
- 9. Select Patient Request List from drop-down menu

- 10. Select the request for deletion
- 11. Click on this request & select Delete Request from list
- 12. Enter reason for deletion
- 13. Close ICE using the Red Cross at the top right hand corner of the screen This will not delete the request in EMIS Web please see next section to delete from the patient record at the surgery

### **Deleting a Request in EMIS Web**

- 1. Select Workflow Manager
- 2. Click on Awaiting Sample
- 3. Right click on patient name
- 4. Select Delete test request from drop down list

Workflow Manager       Edit Consultation         Workflow Kinder       Config         Workflow View       Add Note         Online Actions       Actions         Test Requests - 1       Online Actions         MUDUSE, Micky (Mr) Born: 01-Jan-1960 (51y)       Gender: Male         EMIS No.: 10960       Usual GP: BOWES, Robert J (Dr)         NURSE, Locum (Mrs)       Sample Due         Pathology       1,1	\$ \$ \$ \$
Image: Change Owner       Image: Print Task List       Image: Print Task Print Task Print Task Print Task Print Task Print Task       Image: Print Task Print Task Print Task Print Task Print Task Print Task Print P	2
Test Requests - 1         Image: MDUSE, Micky (Mr) Born: 01-Jan-1960 (51y)       Gender: Male       EMIS No.: 10960       Usual GP: BOWES, Robert J (Dr)       Active Patient         NURSE, Locum (Mrs) <ul> <li>Sample Due</li> <li>Patient</li> <li>Specimen</li> <li>Tasks</li> <li>0,0</li> <li>09-Dec-2011</li> <li>MOUSE, Micky (https://patient.com/patient</li></ul>	22 
Tasks     0,0     09-Dec-2011     MOUSE, Micky (hr.     Open Test Request     Open Test Request	
NURSE, Locum (Mrs)         Sample Due         Patient         Specimen         Type           Tasks         0,0         09-Dec-2011         MOUSE, Micky (http://www.specimen)         Open Test Request         Online	
Tasks         0,0         09-Dec-2011         MOUSE, Micky (h         Open Test Request         Open Test Request	
Pathology 1,1	
Sample Test Request	
Registration 154,59 Edit Test Request	
Predicine Management 0,0 602500 0.0 Licknown specimen - Tast Dogiest	^
Document Management 1.0. NIPSE Includes	
Referral Management 0,0 Sent: 09-90ec.2011 13:33 Change Owner	
Test Requests 1,0 To: NURSE, Locum (Mrs) Add Note	
Inbox 4 Biochemistry - Unknown specimen	_
Awaiting Sample (1, 0) Test request : Coeliac Screen Pending Results	
Completed Urgent Fasted Inoculation Risk	
Request Complete Clinical Details	
Sample Due - 09-Dec-2011	
NHSS Nurse   NURSE, Locum (Mrs)   KINGSWOOD SURGERY	13:33

Date: 08.01.2014

5. Type in reason for deletion if asked – this will remove the test request from the workflow manager & the care planner BUT will not remove it from ICE

NB Once the specimen has been collected it is advised that you contact the laboratory to discuss the addition of any other tests to the request.

### 7. Viewing a Patient Report

Reports may be viewed in EMIS in the normal manner. However, ICE will also display reports generated in Secondary Care. These can then be downloaded, at the GPs discretion, into the GP electronic patient record to provide a complete pathology record.

- 1. Find patient in EMIS Web in the normal manner
- 2. Enter the consultation screen
- 3. Select the Investigations tab at the top of the screen
- 4. Select Patient Report List

Comic C 🏠	· ≌ 象 📷 🖹 🛲 📚 🖹 🖍 🖉 🗒	₽ EMIS W	eb Health Care System	MO	USE, Micky	×
Summar	ry Consultations Medication Problems Ir	vestigations Care History	Care Planner Documents	Referrals Ney	v Consulta	ation 🖂 😡 🌗
Add	te Trend Vlasur Vla	Values View Reports	Arch Ny Shared Record Records Shared Records	Print Search	Patien Report L	t
Test Requests	- 2	1 Filler	Silared Necolds	Fillic Followied.	restriegt	200
. MOUSE, N	- Micky (Mr) Born: 01-Jan-1960 (51y) Ge	nder: Male EMIS No.: 10	960	Usual GP: BO	WES, RO	pert 1 (Dr) Active Patient
Date	Term	Valu	le	Range Indicator	_	Detailed View »
31-Aug-2011	Serum cholesterol raised					Serum cholesterol raised
26-Aug-2011	Best ever peak flow rate	500	L/min			Read Code 44P3
26-Aug-2011	Peak exp. flow rate: PEFR/PFR	420	L/min			SNOMED-CT 259229012
26-Aug-2011	Predicted peak expiratory flow rate us	sing EN 13826 standard 586	L/min			
17-Aug-2011	Alcohol consumption	4 U/	week occaisional		=	Date Value
28-Jun-2011	FEV1/FVC percent	45 %	6		~	31-Aug-2011
27-Jun-2011	Waist circumference	80 c	m			04-Oct-2000
24-Jun-2011	Expired carbon monoxide concentration	on 9%				
22-Jun-2011	Average home blood glucose	15 n	nmol/L			
06-Jun-2011	Serum creatinine	79 u	imol/L			
06-Jun-2011	Prostate specific antigen	6.4	nanogram/ml		1	
06-Jun-2011	Computerised tomograph scan	norn	nal			
06-Jun-2011	O/E Weight	46.5	i Kg			
06-Jun-2011	O/E height	166	cm			
06-Jun-2011	Body Mass Index	16				
18-May-2011	Standard chest X-ray normal	repo	ort received			
18-May-2011	Serum vitamin D	45 r	imol/L			
08-Apr-2011	Electrocardiography					
22-Oct-2010	O/E Blood Pressure Reading	150,	/80 mm Hg			
05-Aug-2010	Haematology test	repo	ort received			
20-Aug-2009	MSU sent to lab.					
12-Nov-2008	Spirometry reversibility positive					
30-Jan-2008	Urinalysis = no abnormality	Tor	t Comments : nea			
		nitrit	tes		-	
					~	
Minist Nurse	NURSE, LOCUM (MIS)   KINGSWOOD SURGER		-	L m	_	
🥵 start	🕑 🎾 🥬 🌾 🎲 EnCompass	🖙 EMIS Web Health Car	KINGSTON urDrive (E:)	Document:	1 - Microsol	f 🛛 EN 🔇 🏷 🍓 🕑 🛃 🔽 13:19

MI-IT-MT-ICEEMISWEB-GP User GuideVersion 1.21 Author: carol.powell Date: 08.01.2014

Deskt	op - Microsoft Interne	t Explorer										
Pa	tient Name: TWENTY	ONE EDITEST	PATIENT	Hospital No.:	ICE2				Sex: Female		<< Back	Admin
Da	te of Birth: 12 Janu	iary 1982		NHS no:	999 999 961	89					▲ 🚔	
p Ad	dress: 16 ANY	STREET, MAD	E UP TOWN, DUM	1MYVILLE, FAKE	COUNTY, EX2 1A	IA		Tel	ephone No:		Edit Details	User:cpowell
		Location	[All locations]	v								
	Filter by	v specialty	[All specialties]		×			Show report	orts up to 25/02/20	11		
	Theer by	Clinician	[Pill Specialities]					O Show repo	orts from 20/02/20	11		
		chinciun.	All clinicians									
						Print last	5 🔽 report	5.				
		Sear	ch			Show All reports	~					
- '												
	< Earlier reports		Later reports >									
6	Investigation	Reque	sted By	Locatio	on	Sample Number	Sample	Collected	Sample Rece	aved Report Da	te	Status
	Mycology MC85	Dr Virtua	lone Virtualone	Virtual G	P Practice	M,11.9900250.G	18 Feb 2	011	18 Feb 2011	25 Feb 2011	12:30	JN
	Chlamydia Ag	Dr Virtua	Ione Virtualone	Virtual G	P Practice	M,11.9900252.E	18 Feb 2	011	18 Feb 2011	25 Feb 2011	11:45	JN
° –	Chlamudia Ag	Dr Virtua	lone Virtualone	Virtual G	P Practice	M,11.9900066.Q	17 Jan 2	211	17 Jan 2011	25 Feb 2011 25 Feb 2011	11:45 0	JIN LINI
	Geo Sweb MC%S	Dr Virtua	lone Virtualone	Virtual G	P Practice	M,11.9900065.2	21 Jan 2	)11 )11	21 Jan 2011	25 Feb 2011 25 Eeb 2011	11:45	UN UN
	Weate Doot & JECO	Dr Virtua	lone Virtualone	Virtual G	P Practice	P.11.0000337.C	21 Jan 2	211	21 Jan 2011	25 Feb 2011	12:15	UN UN
	HEATE DOCT & IFCC	Dr Virtua	lone Virtualone	Virtual G	P Practice	B,11.0000337.C	20 Jdl 2	211	17 Eeb 2011	23 Feb 2011	10:20	UNI
	C dff Toyle	Dr Virtua	lone Virtualone	Virtual G	P Practice	M 11 000024E I	17 Feb 2	011	17 Feb 2011	10 Eeb 2011	12:00	
	Sputum MC8/S	Dr Virtua	lone Virtualone	Virtual G	P Practice	M.11.3040092.0	18 Feb 2	011	18 Feb 2011	18 Feb 2011	14:30	UN
Y -	Cortisol (BeckmanAcc	Dr Virtua	lone Virtualone	Virtual G	P Practice	B.11.8000407.D	17 Feb 2	011	18 Feb 2011	18 Feb 2011	14:30	UN
	Microbiology	Dr Virtua	lone Virtualone	Virtual G	P Practice	M.11.9900238.1	11 Feb 2	011	11 Feb 2011	16 Feb 2011	10:30	UN
	FBC (Maidstone)	Dr Virtua	lone Virtualone	Virtual G	P Practice	H.11.7000216.V	15 Feb 2	011	15 Feb 2011	15 Feb 2011	11:30	UN
	FBC (Maidstone)	Dr Virbua	lone Virtualone	Virtual G	D Practice	H 11 7000213 E	15 Feb 2	011	15 Feb 2011	15 Feb 2011	11:30	UN.
1	EBC (Maidstone)	Dr. Vieture	lone Virtualone	Virtual G	D Dractice	H 11 7000215 M	15 Eab 2		15 Eab 2011	15 Eeb 2011	11-15	UN
	ERC (Maidstone)	Dr Virtus	lone Virtualone	Virtual G	P Practice	H 11 7000213.0	15 Feb 2	011	15 Feb 2011	15 Feb 2011	11.15	UN
	FBC (Maidstone)	Dr Virtua	lone Virtualone	Virtual G	D Drachice	H 11 7000212.P	15 Feb 2	D11	15 Feb 2011	15 Feb 2011	10:45	
	FDC (Maldstone)	Dr virtua	lone virtualone	virtual G	P Practice	H,11.7000217.K	137602		13 Feb 2011	13 Feb 2011	10.45	
	FBC (Maidstone)	Dr virtua	ione virtuaione	virtual G	P Practice	H,11.7000211.Y	14 Feb 2	J11	14 Feb 2011	14 Feb 2011	18:30	UN .
	MRSA Screen	Dr Virtua	Ione Virtualone	Virtual G	P Practice	M,11.9900241.K	11 Feb 2	J11	11 Feb 2011	11 Feb 2011	14:45	JN
	Gen Swap MC85	Dr Virtua	ione vircualone	Virtual G	P Practice	M 11.0000239.B	11 Feb 2	011	11 Feb 2011	11 Feb 2011	14:45	UN
	nao mrog	OF VIPTUA	IONE VITUAIONE	virtual G	PPRETER	m, 11.99010/37.K	11 Feb 2		11 EMD 2011	11 Feb 2001	19030	and the second s
-												
-												

5. The Patient Report list appears showing all the reports available for the selected patient

6. Select report to view by clicking on the line of the report

Patient Name:         TWENTYONE EDITESTPATIENT         Hospital No.:         ICE2         Sec: Female         <	Admin Location User:cpowell
Date of Birth:     12 January 1982     NetSinci:     999 999 9689     Image: Comparison of Comparison o	Location User:cpowell
D Address: 16 ANY STREET, MADE UP TOWN, DUMMYVILLE, FAKE COUNTY, EX2 1AA Telephone No: Edit Detail C > (Cumulative) Back Print Audit Trail File ICEMal	User:cpowell
Cumulative) Back Print Audit Trail File ICEMai	
Cumulative Back Print Audit Trail File ICEMail	
Apported Specialty Location Clinician Status	
IS Feb 2011 11:30 General Pathology Virtual GP Practice Dr Virtualone Virtualone (General Practice) UN	
Samole H.11.7000216.V (BLOOD) Collected 15 Feb 2011 09:28 Received 15 Feb 2011 10:22	
FBC (Maidstone)	
Haemoglobin (Maids) * 11.3 g/dL 11.5 - 16.5	
White count (Maid) 6.30 *10 <sup>9</sup> /L 3.40 - 11.00	
<sup>S</sup> Platelet count 328 *10 <sup>9</sup> /L 140 - 450	
Haematocrit 0.395 0.350 - 0.470	
Red count (Maids) * 3.54 *10 <sup>12</sup> /L 3.90 - 5.60	
Mean Cell Vol (Maid) * 111.6 fL 80.0 - 102.0	
Mean Cell Hb (Maid) 31.9 pg 26.0 - 32.0	
MCHC (Maidstone) 28.6 g/dL 30.0 - 36.0	
RDW 17.5 % 11.0-16.0	
veutrophis 4.90 *107/L 1.70-8.00	
Lymphocytes 1.10 *107/L 1.00 - 4.00	
Monocytes 0.20 *107/L 0.20 1.50	
Eosimpinis 0.10 10/0.000	
Basopriis 0.00 *10 <sup>-</sup> / <sub>1</sub> 0.00 - 0.10	
End of report	

The reports can be filtered using the search fields at the top of the screen.

The following options are now available:

- The < and > buttons allow you to move to earlier or later reports for the same test
- The **cumulative** button allows you to view the cumulative results for the selected patient

esktop - Microsoft Internet Explorer								
Patient Name: TWENTYONE EDITESTPATIENT	Hospital No.: ICE2			Sex	: Female		<< Bac	k Admin
Date of Birth: 12 January 1982	NH5 no: 999 999 9689						≦	Location
Address: 16 ANY STREET, MADE UP TOWN, DUN	1MYVILLE, FAKE COUNTY, EX2 1AA			Telephone No	÷		Edit Detail	S User:cpowell
Date << >	>> Cumulative Back Print I	Profile	Tests Only View	-				
Match up test results across investigations				_				
IMPORTANT: This is a summary and may not sho	w comments from the original report(s)							
			Reported					
4			26 Jan 2011	11 Feb 2011	14 Feb 2011	15 Feb 2011	15 Feb 2011	15 Feb 2011
			Sample Colle	cted				
Investigation/Test	Range Ur	nits	26 Jan 2011 11:34	10 Feb 2011 09:16	14 Feb 2011 17:33	15 Feb 2011 09:26	15 Feb 2011 09:28	15 Feb 2011 09:28
<sup>5</sup> FBC (Maidstone)								
Basophils	(0.00 - 0.10)	*10 <sup>9</sup> /L			0.00	0.00	0.00	0.00
Eosinophils	(0.00 - 0.50)	*10 <sup>9</sup> /L		0.10	0.40	0.20	0.20	0.10
Haematocrit	(0.350 - 0.470)			0.360	0.368	*0.511	0.428	0.395
Haemoglobin (Maids)	(11.5 - 16.5)	g/dL		*11.1	11.5	16.0	12.6	*11.3
Lymphocytes	(1.00 - 4.00)	*10 <sup>9</sup> /L		1.10	*0.60	2.10	1.40	1.10
MCHC (Maidstone)	(30.0 - 36.0)	g/dL		33.1	31.3	31.3	*29.4	*28.6
Mean Cell Hb (Maid)	(26.0 - 32.0)	pg		30.5	28.2	30.7	30.1	31.9
Mean Cell Vol (Maid)	(80.0 - 102.0)	fL.		82.0	90.2	98.1	*102.1	*111.6
Monocytes	(0.20 - 1.50)	*10 <sup>9</sup> /L		0.69	0.40	0.50	0.80	0.20
Neutrophils	(1.70 - 8.00)	*10 <sup>9</sup> /L		8.00	3.50	4.10	4.00	4.90
Platelet count	(140 - 450)	*10 <sup>9</sup> /L		194	172	214	244	328
RDW	(11.0 - 16.0)	%		14.2	15.0	14.4	14.8	*17.5
Red count (Maids)	(3.90 - 5.60)	*10 <sup>12</sup> /L		*3.56	4.08	5.21	4.19	*3.54
White count (Maid)	(3.40 - 11.00)	*10 <sup>9</sup> /L		9.80	4.80	6.90	6.40	6.30
TSH (Roche E170)	(0.27 - 4.20)	mU/L	2.5					
Red count (Maids) Write count (Maid) TSH (Roche E170)	(3.90 - 5.60) (3.40 - 11.00) (0.27 - 4.20) End of	*10 <sup>12</sup> /L *10 <sup>9</sup> /L mU/L	2.5	*3.56 9.80	4.08	5.21	4.19	

This screen displays the patient's results in chronological order. Using the < and > buttons allows you to scroll from left to right across the page to view more sample dates.

• Clicking on a selected test in the left-hand column will display a summary window of the results for that test

besktop - Microsoft Internet Explorer 🗧 🗖 🔀										
Patient Name:	TWENTYONE EDITESTPA	TIENT Hospital No.:	ICE2			S	ex: Female		<< Bac	Admin
Date of Birth:	12 January 1982	NHS no:	999 999 98	589						Location
p Address:	16 ANY STREET, MADE U	P TOWN, DUMMYVILLE, FA	KE COUNTY, EX2 1	AA		Telephone f	lo:		Edit Detail	User:cpowell
Date		< > >> Cumula	tive Back	Print	Profile Tests Only	View				
Match up t	oct roa dte perces invoctianti									
Match up t	est results across investigat	ions								
IMPORTANT: 1	his is a summary and m	ay not show commen	ts from the orig	ginal report(s)						
-			-		Reported					
-		🗿 FBC (Maidstone) -	White count (Ma	aid) for Twenty	one Editestpatient	Web Pa 🔀	14 Feb 2011	15 Feb 2011	15 Feb 2011	15 Feb 2011
				(across all investig	akiene) [#1000/11	~				
Investigation	/Test	white		(across ai investiç	adons)[.10-9)[] M		14 Feb 2011	15 Feb 2011	15 Feb 2011	15 Feb 2011
		Refe	rence range: (3	3.40 - 11.00) (	Jnits: *10^9/L		17:33	09:26	09:28	09:28
FBC (Maidstor	ne)	There are results	for this test w	ith other units	of measurement	vailable				
Basophils		Sample Collected D	ate	Sample ID	Value		0.00	0.00	0.00	0.00
Eosinophik						2.00	0.40	0.20	0.20	0.10
Haematoc	rit	07 Jan 2011 11:42:00		H,11.7000023.2	2	7.90	0.368	*0.511	0.428	0.395
Haemoglo	bin (Maids)	10 Jap 2011 12:42:00		H.11.7000025.F	4	*12.30	11.5	16.0	12.6	*11.3
Lymphocy	tes	10 Jan 2011 14:02:00		H.11.7000028.0		6.20	*0.60	2.10	1.40	1.10
MCHC (Ma	idstone)	10 Jan 2011 14:53:00		H,11.7000032.0	2	*23.10	31.3	31.3	*29.4	*28.6
Mean Cell	Hb (Maid)	11 Jan 2011 14:45:00		H,11.7000037.L		*15.60	28.2	30.7	30.1	31.9
Mean Cell	Vol (Maid)	14 Jan 2011 11:00:00		H.11.7900001.E		*21.20	90.2	98.1	*102.1	*111.6
Monocyte	5	20 Jan 2011 00:00:00		H,11.4990100.4	4	*14.20	0.40	0.50	0.80	0.20
Neutrophi	s	21 Jan 2011 09:48:00		H.11.7000088.M	4	6.50	3.50	4.10	4.00	4.90
Platelet co	unt	21 Jan 2011 16:04:00		H,11.7000106.H	1	6.13	172	214	244	328
RDW		21 Jan 2011 16:37:00		H,11.7000112.4	۱	5.60	15.0	14.4	14.8	*17.5
Red count	(Maids)	21 Jan 2011 16:44:00		H,11.7000113.0		*2.30 🚩	4.08	5.21	4.19	*3.54
White cou	int (Maid)		Graph	Print	Close		4.80	6.90	6.40	6.30
TSH (Roche E	170)									
	,			,						
				End	of report					
1										
-										

• Clicking on the **graph** box in the summary window will display a graph of the results for that test. The reference ranges are shaded green

**NB**: The first graph will take a long time to download. After this, they should load more rapidly.



### Figure 1 Test result graph

Date: 08.01.2014

### **Downloading Hospital Reports**

As stated previously, Hospital generated pathology reports can be downloaded from ICE into the GP system. The patient report screen will display a **Download** button on the right-hand side of each report. Clicking on this will mark the report for download and it will be queued for the next scheduled PMIP run.

### Appendix A – Setting Up Passwords

The ICE password is set using the EMAS Manager. This is only available to an Administrator.

- 1. Click on the EMIS ball at the top left hand corner of the screen
- 2. Select System Tools
- 3. Select EMAS Manager
- 4. Select Test Requests (bottom left)
- 5. Tick and highlight the Provider Trust
- 6. Select **Test Requests** (button bar)
- 7. Select Users
- 8. Click on the user name
- 9. Type in the password as required (Password will be provided by the Trust)
- 10. Click OK
- 11. Save settings

### Appendix B – Setting Up Label Printers (Brother QL Series)

The printer set up must be performed for each PC that will be used for ICE, and the ActiveX component must be installed.

Two printer names will be used

- **IcePath1** for local printing where the label printer is attached to the PC
- **IceRecep1** for use as a shared printer. This will be located at the surgery reception desk

### Driver Download

Download the latest label printer driver either

- From the Brother website or
- From the GP practice server or
- From the CD in the printer box this should be the last option as it may not be the latest version

After downloading the drive, install by either

- Double clicking on the exe file or
- Using the .MSI Microsoft Install file

**Local Printer** – You will now be instructed to plug in and switch on the local printer

### Shared Printer - Go to Start - Settings - Printers & Faxes

In Printers & Faxes:

- 1. Add printer
- 2. Select Network printer/attached to other computer
- 3. Click on Next
- 4. Find printer using directory
- 5. Select printer & click on **OK** & complete the wizard

### Amending the Printer Settings

This must be performed on each computer with a printer attached.

- 1. Find the printer in Printers & Faxes
- 2. Select the printer

- 3. Click on **Properties**
- 4. On the **General** tab change the name of the printer
  - IcePath1 for local printer
  - IceRecep1 for shared printer
- 5. Select Printing Preferences button
- 6. Change paper size to **50mm wide, 33mm long, 3 mm feed & portrait orientation**
- 7. Click on OK
- 8. Select Advanced
- 9. Click on Printing defaults
- 10. Make same changes as 6 above
- 11. Click on OK
- 12. Click on OK

### **Shared Printer**

- 1. Select the correct printer
- 2. In Properties
- 3. Click on Sharing tab
- 4. Select Share this printer
- 5. Type in share name (IceRecep1)
- 6. Select List in directory

### Install the ActiveX Component

In the address bar of Internet Explorer type <u>https://mghgpoc01.admtw-</u> <u>tr.mtw-</u> <u>tr.nhs.uk/icedesktop/dotnet/icedesktop/printmanager/scriptxinstall.aspx</u> If the component has already been installed then you will be presented with this screen and you need go no further:

🖉 ICE Desktop Prin	ting Component Installation - Windows Internet Explorer	
🕒 🗸 🖉 http	os://mghgpoc01.admtw-tr.mtw-tr.nhs.uk/icedesktop/dotnet/icedesktop/printmanager/ScriptXIsInstalled.aspx	Google
Ele Edit View	Favorites Iools Help	
😭 🕸 🏀 ICE Des	ktop Printing Component Installation	💁 * 🖾 🔹 🖶 * 📴 Bage * 🎯 Tgols * 🕢 * 🔐
sunquest ICE Desktop	ICE Desktop Pr	inting 🍯
web access	Additional printing component is already insta	lled on this workstation.
	This component allows printing of documents and labels without using Internet Explorer's print di paper, the margins and other advanced features including selecting the paper size and tray.	alog. It also allows ICE Desktop to control the orientation of the
	If necessary, the component can be managed using Window's Control Panel.	
	🐱 Add or Remove Programs	
	Currently installed programs: Show upgates Sort by: Name	
	Remove (65.433.30)	
	Last Used On 17/08/2009	
	Add New To remove this program from your computer, click Remove. Remove	
	Add Remove Size 67.36MB	
	Alle Size 9.87MB	
	Set Brogram Size 93.27MB	
Done		😈 Internet 🔍 100% 👻 🛒

If it has not yet been installed, then follow the instructions from this screen and accept the default at all the prompts:



MI-IT-MT-ICEEMISWEB-GP User GuideVersion 1.21 Author: carol.powell Date: 08.01.2014

### Appendix C – FAQs

### 1. What about the District Nurses?

The District Nurses are to continue using the pre-ICE system until such time as either they, or the practice, feel that the ICE requesting system is preferable.

### 2. What if I can't collect the sample at phlebotomy?

It is suggested that the samples are collected before labels are printed. If the sample cannot be collected and the patient must return for phlebotomy the sample is not updated at this point and will remain at the POS (postponed) stage until successful collection. If the labels already been printed and collection is unsuccessful please stick the label onto a sheet of paper and put this in the red specimen box. This will be picked up by the labs and dealt with accordingly.

### 3. What about patients that must be sent to the hospital for phlebotomy?

Print a 'Postponed Summary Request Sheet' for the order and give this to the patient to take to the hospital phlebotomy clinic. This will provide the hospital phlebotomist with all the information they require

### 4. What about patients that arrive for phlebotomy with a hospital request form?

Collect the sample but do not add the request to the GP system. Put the sample and the form in the red sample collection box and send to the lab.

You will need to hand-write the patient details on the specimen container

### 5. What happens when the computers go down?

If the ICE system goes down you will need to revert back to ordering and collecting the tests using the pre-ICE system. If the GP system goes down and you cannot access the patient record, please use the manual Kent Pathology Network request forms.

Computer failure may cause a major problem for phlebotomy clinics and these may need to be postponed.

In the case if ICE failure contact the Pathology lab at Maidstone Hospital

### 6. Where can I get replacement labels for the label printers?

The replacement Brother QL printer labels can be found on Amazon Brother DK-22223 - Thermal paper - Roll (50mm x 30.5 m) Or from wherever you can get the best price.

# 7. Do I have to take responsibility for the results of a hospital request that I have downloaded into my GP system from ICE if I have not made the request?

ICE offers the benefit of allowing GPs to download hospital pathology reports into the GP system to maintain a complete pathology record for the patient. It is the opinion of the Pathology department at MTW NHS Trust that responsibility for dealing with pathology reports lies with the original requestor, or a designated colleague. The ability to download these reports is for information only.