Test requesting in EMIS LV using Sunquest ICE

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1 Placing a request

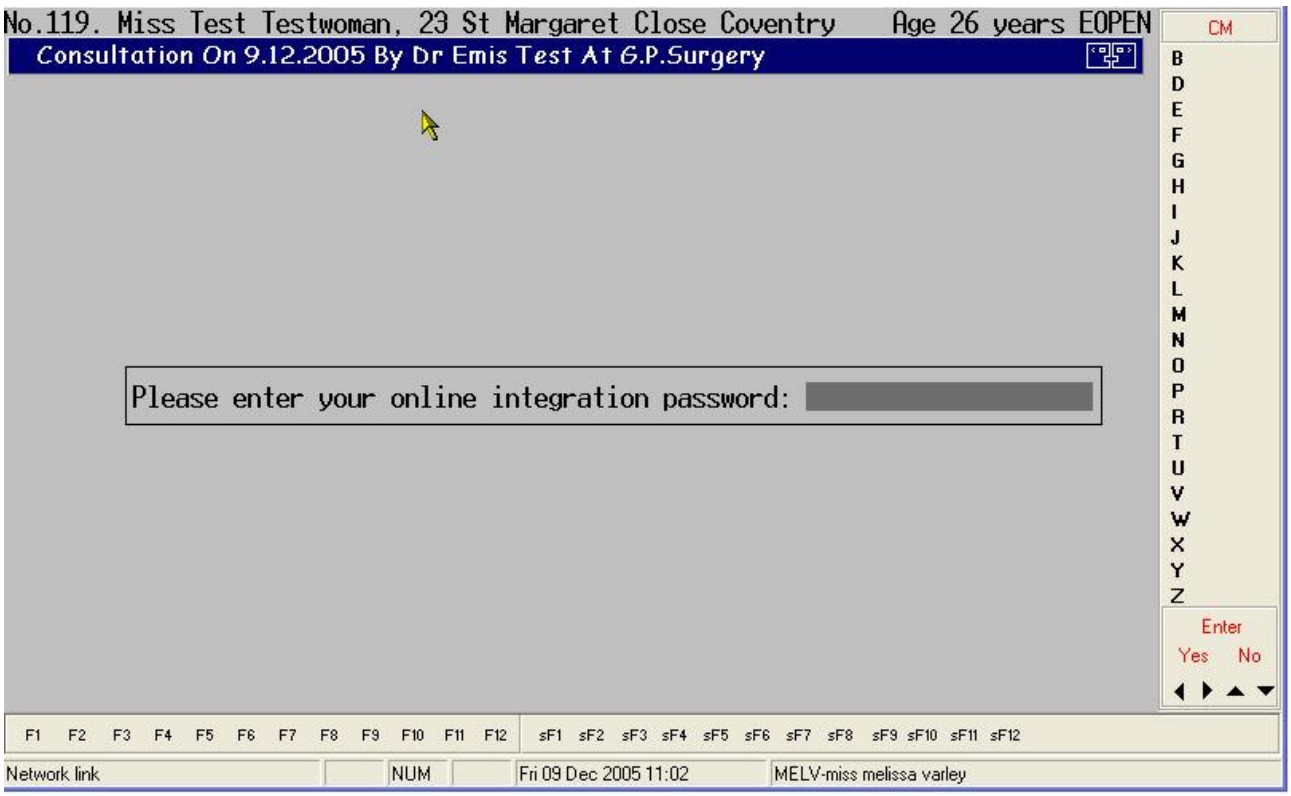
Find the patient within EMIS LV in the usual manner.

Enter '*Consultation Mode* (*CM*)'.

Select '*X-Ray/Lab Requests (X)*'.

You will be asked '*Do you wish to make an Online Test Order?*' – answer '*Y*' .

The following screen appears asking for an online integration password:



Enter your password – this is obtainable from your Practice Manager and has been issued by RBH Pathology.

Once this password has been accepted you will not be asked for this again.

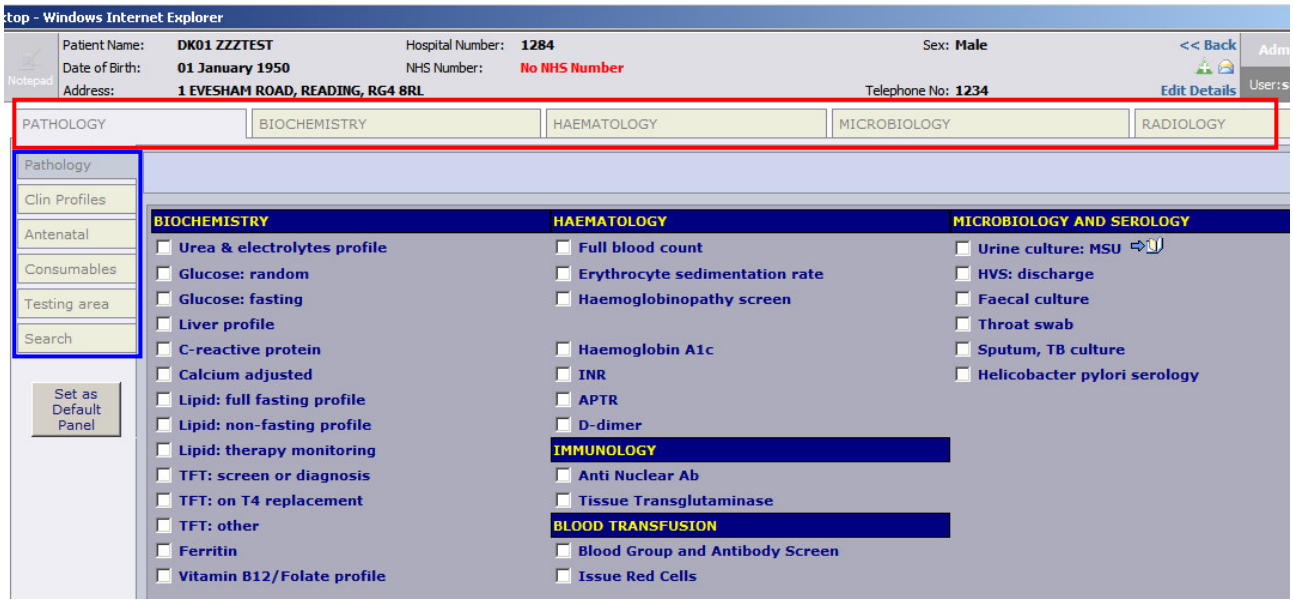
This will launch the ICE requesting screens.

1.1 Navigating around the test request screen

1.1.1 Panels and pages

Panels are arranged horizontally across the top of the screen. These are the main headers specifying different departments.

Pages are arranged vertically on the left-hand side. These are sub-headers within a given panel:



1.1.2 Selecting a test

Click the button of the required test to select it.

This will place a tick in the box and the box will be highlighted blue, indicating that this test has been selected:

1.1.3 Excluded tests

Sometimes selecting a test automatically excludes another test, where it would be inappropriate to request both together. The excluded test is greyed-out as shown here, where selecting '*Glucose: random*' excludes '*Glucose: fasting*':

A test can also be excluded according to the sex of the patient.

E.g. '*Prostate-specific antigen*' is excluded if female:

1.1.4 Included tests

Sometimes tests overlap. When a test is included in another test that has been selected, the included test is greyed-out, with a tick in its box indicating that this test has been selected already and cannot be un-ticked.

E.g. when '*Urea & electrolytes profile*' is requested, '*Potassium*' is included:

1.1.5 Reflexed tests

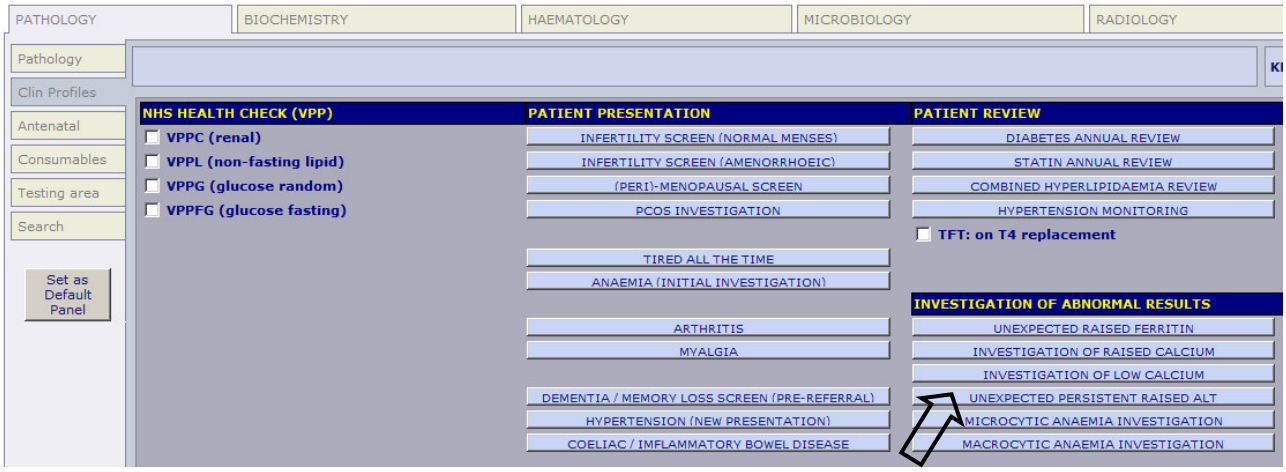
When a selected test warrants an extra test that needs a separate container, the extra test is automatically selected. The extra (reflexed) test is ticked and its box is highlighted red. A reflexed test can be un-ticked if not required.

E.g., when '*Lead, random urine*' is selected, '*Lead*' is reflexed:

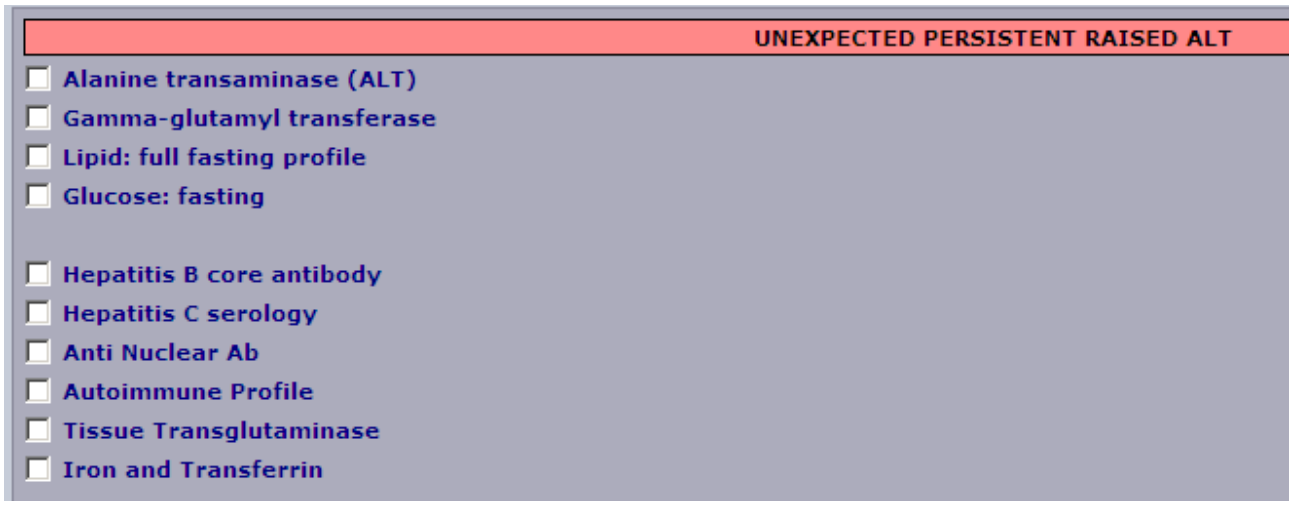
1.1.6 Clinical profiles

For convenience, several clinical profiles are available.

E.g. selecting '*UNEXPECTED PERSISTENT RAISED ALT*':



This brings up a collection of suggested tests:



Select the required test(s) then '*OK*':

Sometimes there is a gap in the collection of suggested tests

(as shown here below '*Glucose: fasting*').

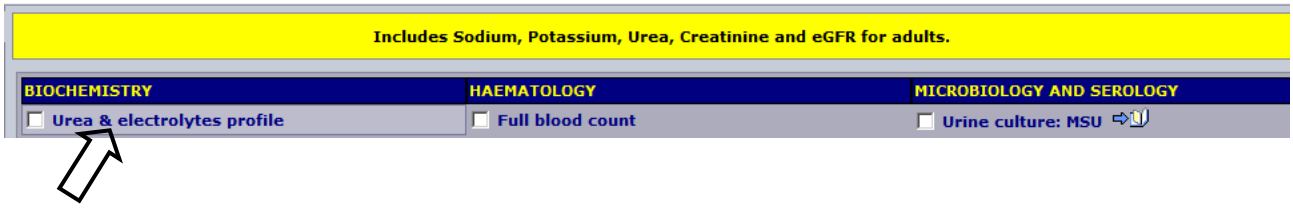
This is to separate the front line tests above the gap from those tests to be considered if further investigation is necessary below it.

1.2 Guidance when placing a request

1.2.1 Help bar

Where relevant, a yellow help bar will appear near the top of the screen when the mouse hovers over a test, either on the test box or anywhere on the text of the test.

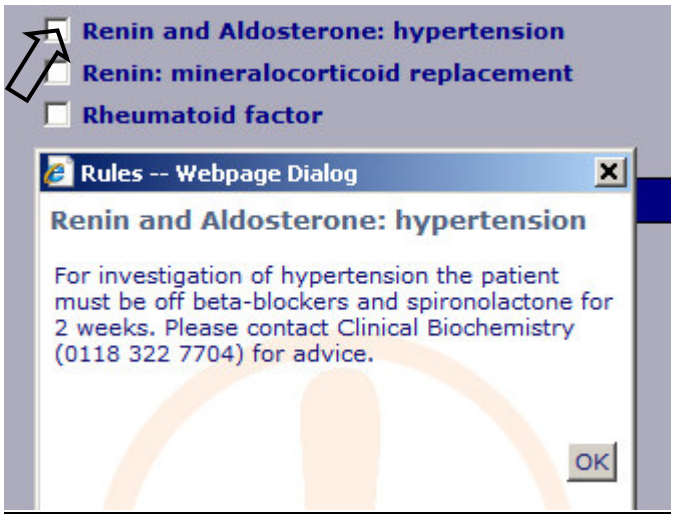
E.g. hovering over '*Urea & electrolytes profile*' brings up the following yellow help bar:



1.2.2 Advice additional to the help bar

When a test has been selected, a pop-up box may appear containing advice. This is necessary when there is insufficient space in the yellow help bar or when a point needs to be emphasised.

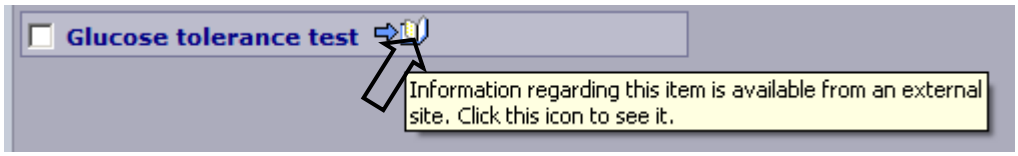
E.g. when selecting '*Renin and Aldosterone: hypertension*' the following pop-up box appears:



When '*OK*' is clicked, the box disappears and the test is selected.

1.2.3 Web link for further test information

In some cases we will provide further information about a test by means of a web link. This is indicated by the open book with an arrow next to the test name:



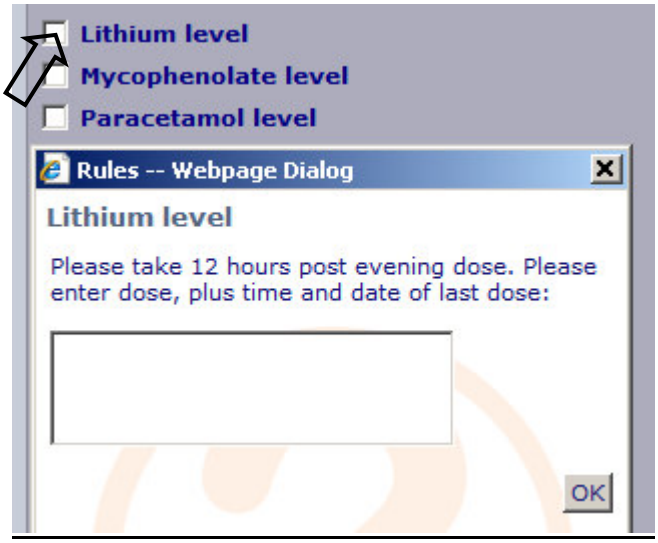
1.2.4 Test recently requested, ? proceed

Sometimes when a test is selected a pop-up box appears, prompting you to consider whether this test needs to be requested so soon after a previous request. E.g.:

1.3 Specific information required by the laboratory

Some tests require specific information to aid result interpretation.

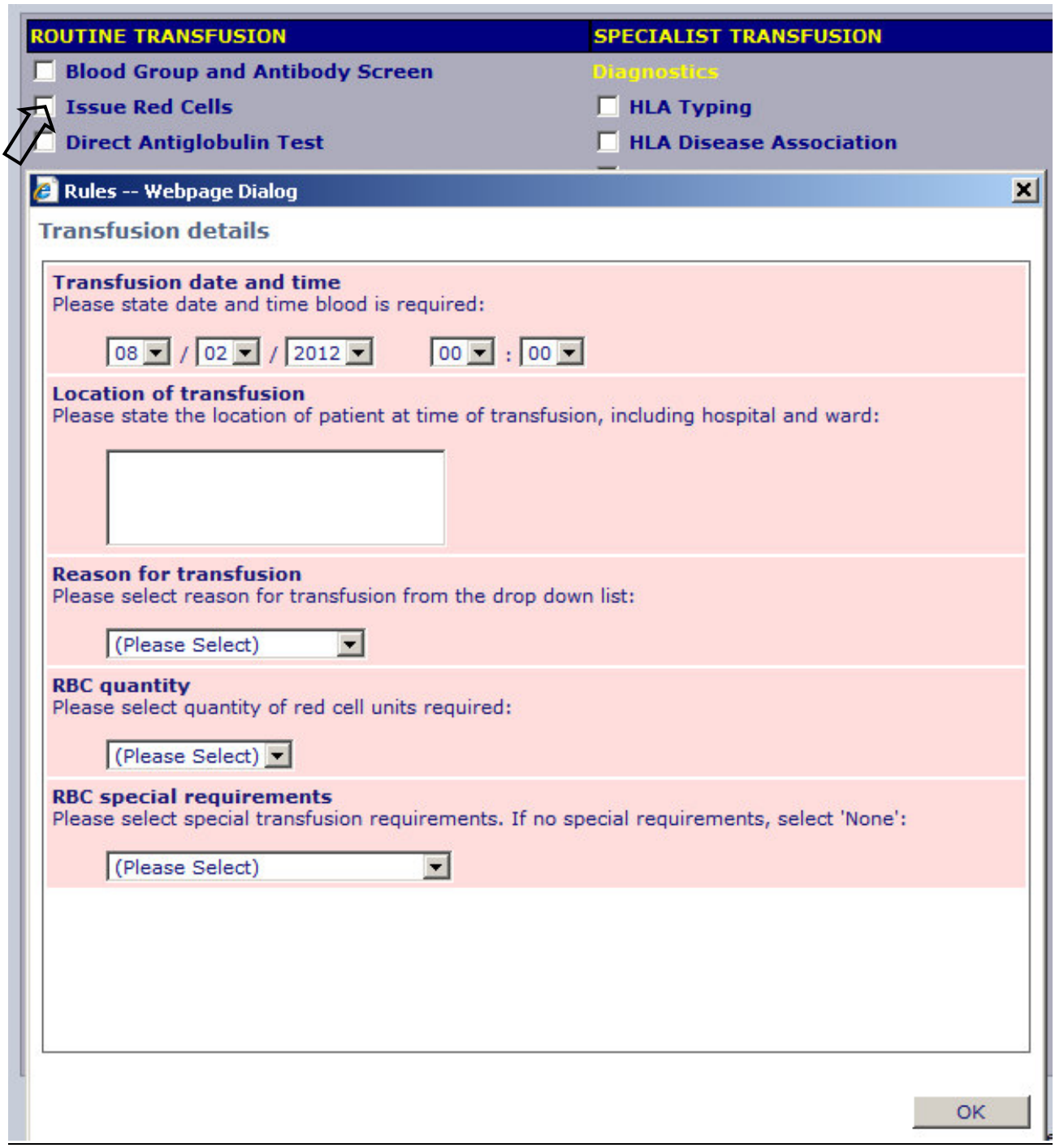
E.g. when selecting '*Lithium level*' the following pop-up box appears:



Data must be entered in the box. The response to a box may occasionally bring up another box.

When '*OK*' is clicked the last box disappears and the test is selected.

Several pop-up boxes are sometimes combined into one for convenience. E.g. when selecting '*Issue red cells*' the following appears:



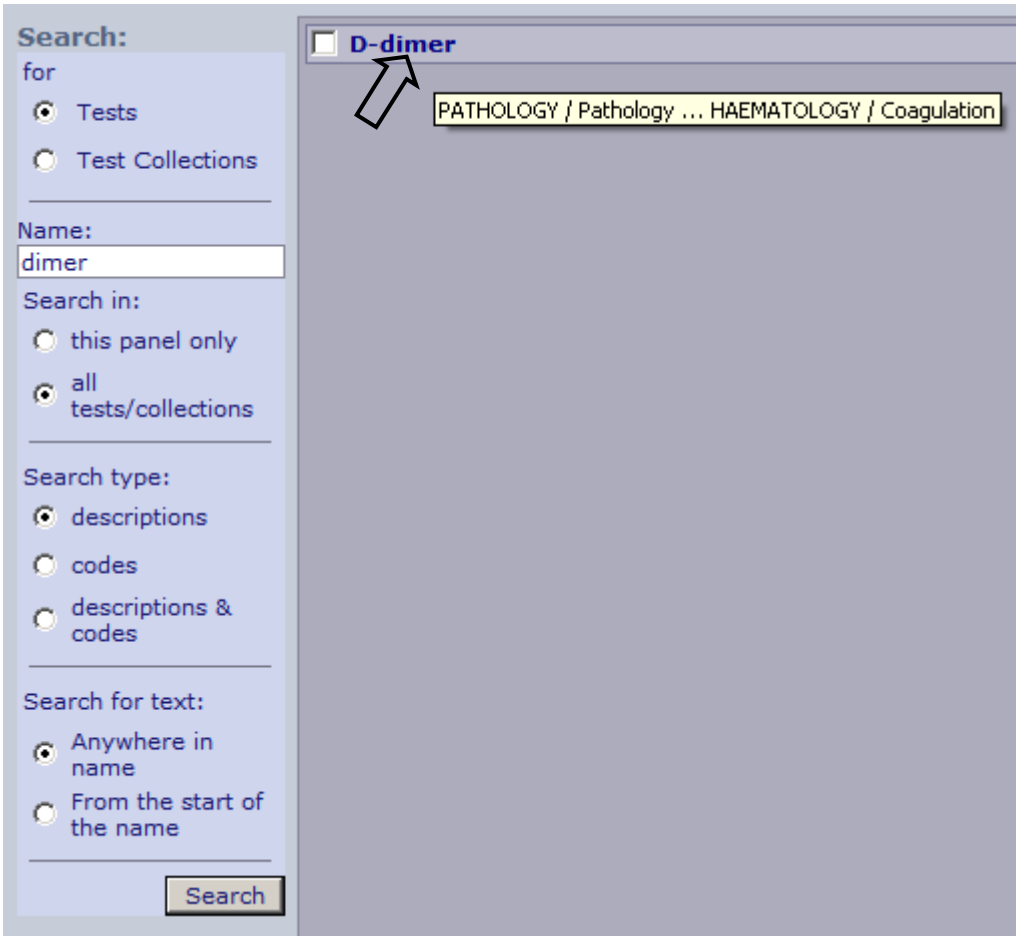
All questions must be answered before '*OK*' can be clicked to select the test.

1.4 Can't find a test

1.4.1 Search

Every panel has a '*Search*' page:

Using the default settings will search the whole system by test name:



When the test is found, its location can be seen in a help box that appears when hovering the mouse over the test name. This can help to locate the test in the future.

E.g. for D-dimer this location help box appears:

Indicating that this test is on both:

Panel PATHOLOGY, page Pathology.

Panel HAEMATOLOGY, page Coagulation.

1.4.2 Test not listed

Most panels have a '*Test not listed*' page. Please use the '*Search*' function first before using this.

Please contact the relevant laboratory (telephone number in yellow help bar), or refer to the Pathology handbook for advice on:

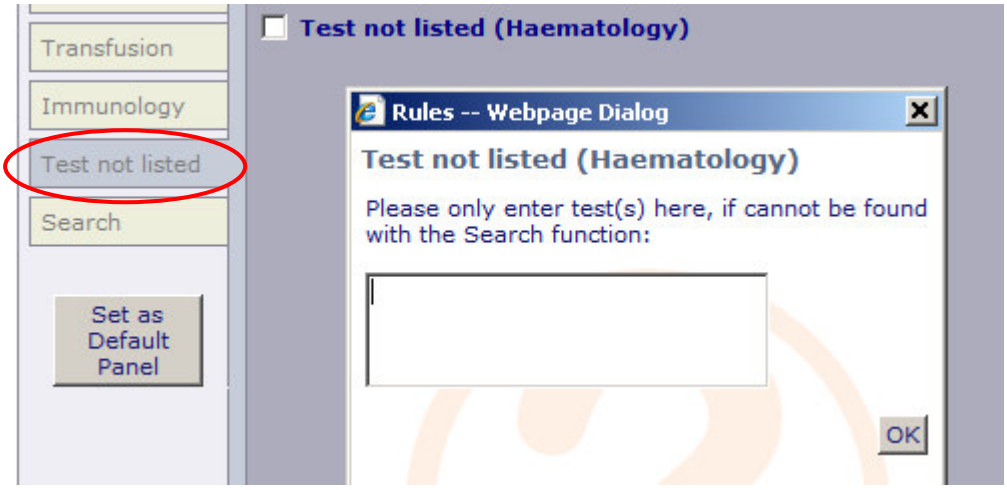
The appropriate test(s),

Specimen type,

Any special handling requirements.

If the condition being investigated is entered then the laboratory will choose the appropriate test(s), assuming the correct specimen type is provided.

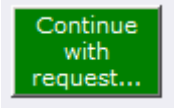
Please remember to note the required specimen(s) on the request form for any tests entered in this box, as only preconfigured tests automatically display the specimen type on the form:



1.5 Finalising the request

1.5.1 Continue with request…

When all tests have been selected click '*Continue with request…*'.



1.5.2 Requesting physician

'*Requesting Consultant / GP:*' and '*Location*' will either default with your name and location or with the name and location of the person you are defaulted to request on behalf of.

If results are to go to a colleague then please select their details:

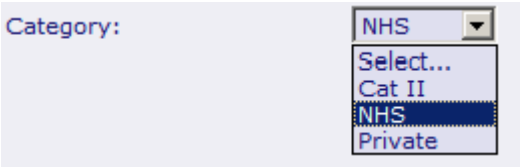
1.5.3 Clinical details

Please enter the clinical details for the request here:

If you enter your clinic / appointment notes here that you would normally enter in EMIS LV, these can be copied (using *Ctrl C*) and pasted into the consultation note in EMIS LV using the EMIS LV clipboard. This will save you typing and provide us with the best possible information to help us to both perform your tests and provide interpretation of the results.

1.5.4 Patient category

Please select category here if not NHS. The default is NHS:

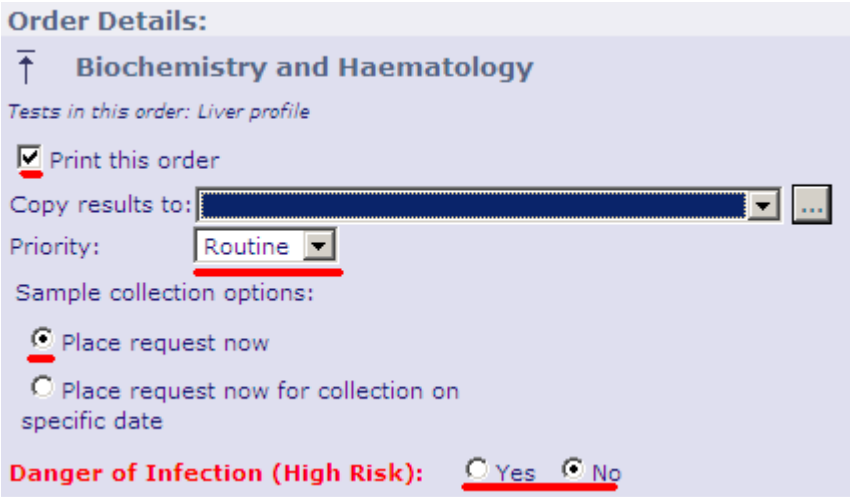


1.5.5 Order details

In this example there are two sets of order details because there are two request forms.

Each set must be completed (or left as defaulted):

There are four defaults in each set shown here underlined in red:

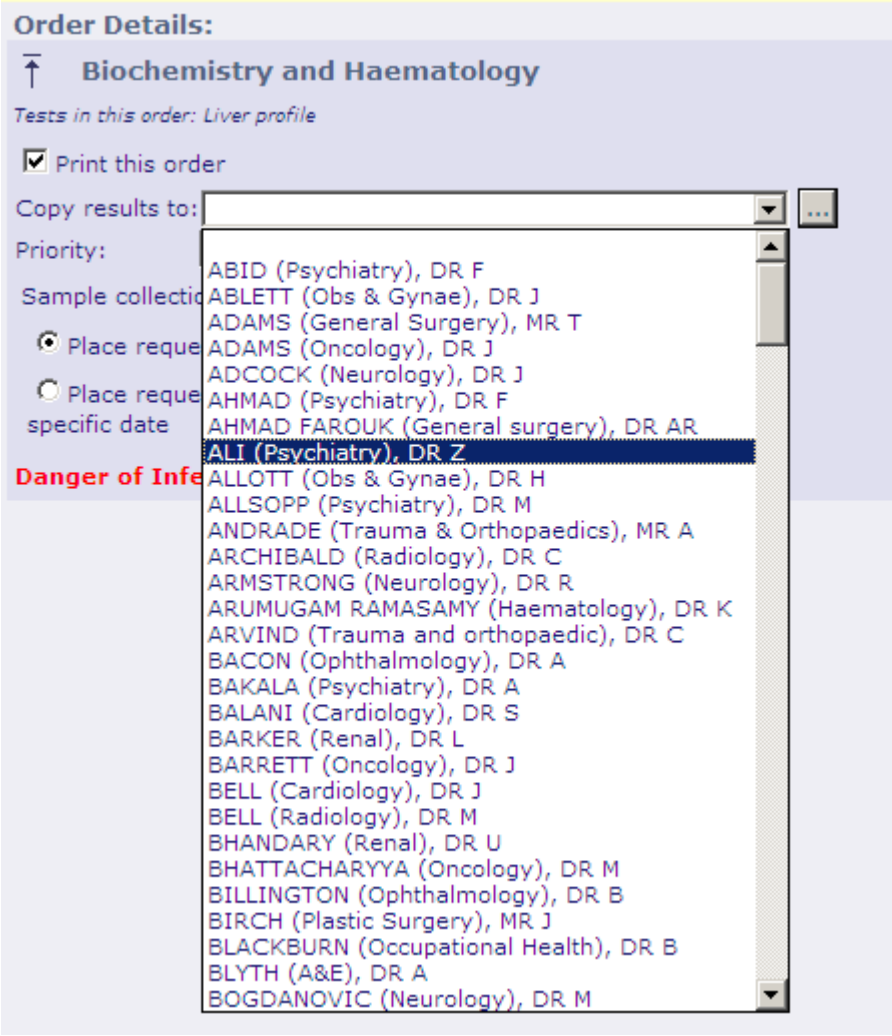


- '*Print this order*'

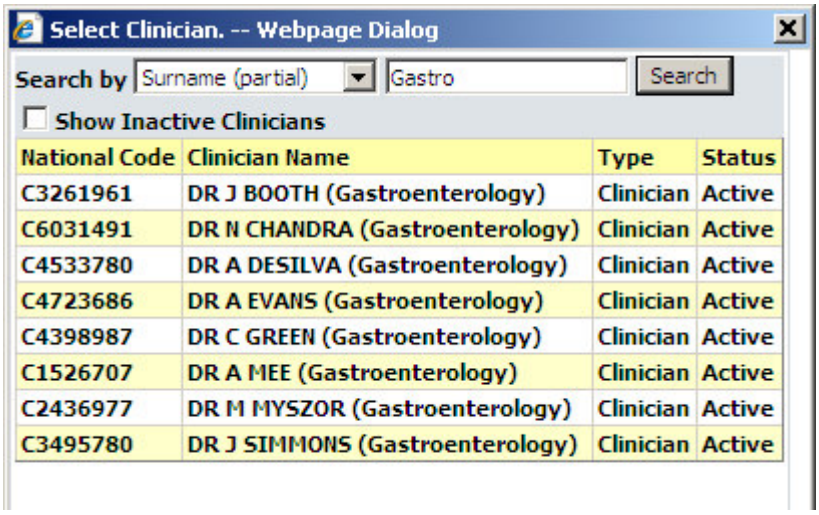
This box determines whether the request form will print when '*Accept Request*' is selected. If this is not selected, the request will still be placed and a form can be printed off later.

- '*Copy results to:*'

If a copy of the results is to go to one of the Hospital consultants, please select the consultant here.

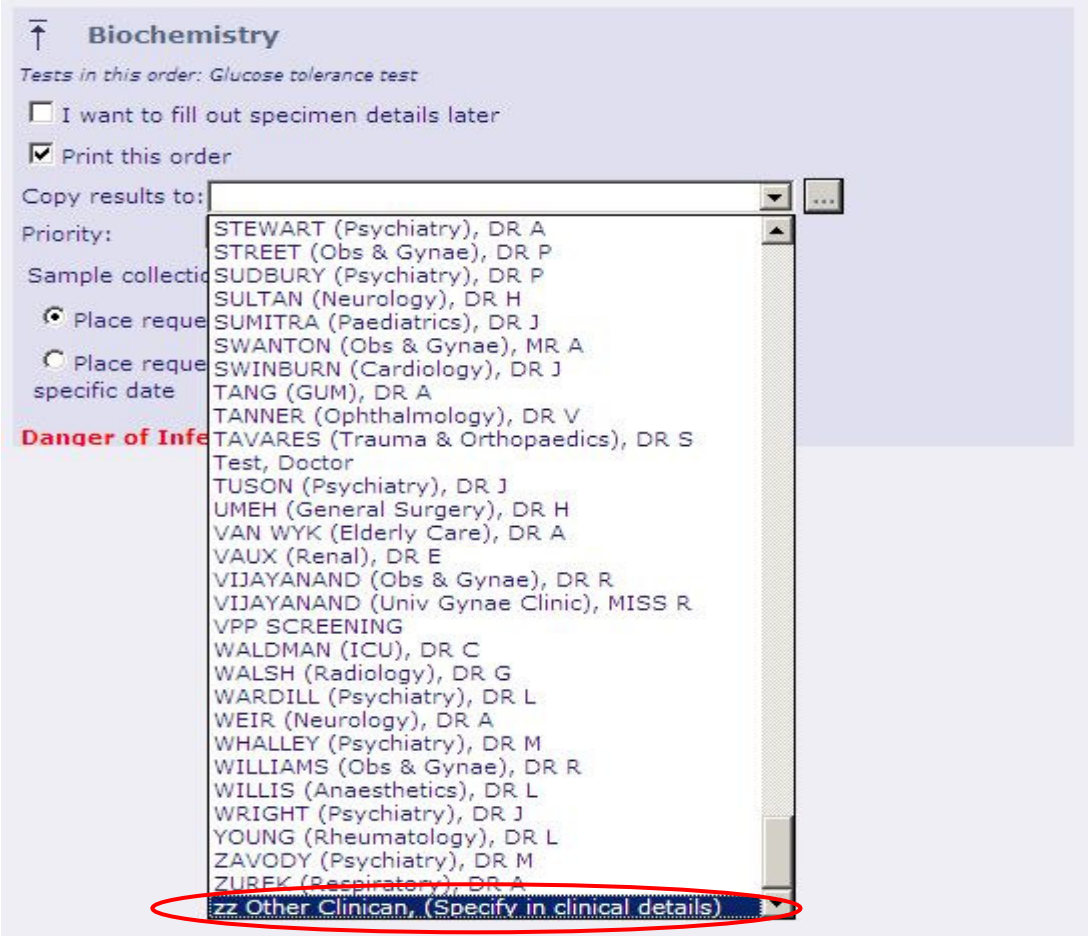


If you are not certain which consultant you wish to send a copy to, it is possible to search by speciality by selecting the button to the right of the drop-down list (...), choosing '*Search by Surname (partial)*' and putting part of the speciality in the search box:



National Code	Clinician Name	Type	Status
C3261961	DR J BOOTH (Gastroenterology)	Clinician	Active
C6031491	DR N CHANDRA (Gastroenterology)	Clinician	Active
C4533780	DR A DESILVA (Gastroenterology)	Clinician	Active
C4723686	DR A EVANS (Gastroenterology)	Clinician	Active
C4398987	DR C GREEN (Gastroenterology)	Clinician	Active
C1526707	DR A MEE (Gastroenterology)	Clinician	Active
C2436977	DR M MYSZOR (Gastroenterology)	Clinician	Active
C3495780	DR J SIMMONS (Gastroenterology)	Clinician	Active

If the desired clinician is not available then '*zz Other Clinician, (Specify in clinical details)*' should be selected (It is important that as much relevant information about the clinician is included in this request as the submitted details will be used to include the clinician in the database):



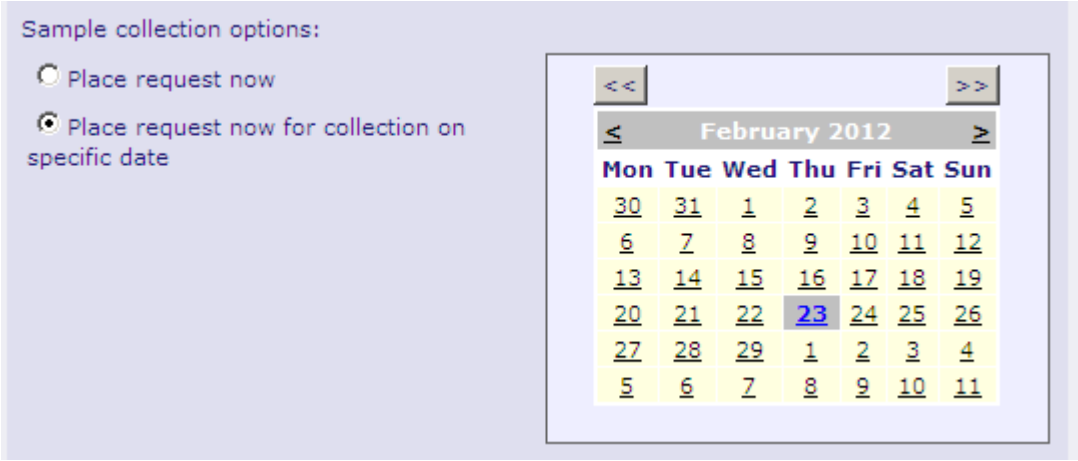
- '*Priority and Danger of Infection:*'

Please select Priority: '*URGENT*' or Danger of Infection: '*Yes*' if required.

- *Sample collection options:'*

In each case the request will be placed. The second option enables a date for specimen collection to be displayed on the request form, for the information of the patient.

Select the date required from the pop-up calendar:



1.5.6 Information required on request form

Please note that it is essential that the collection date and time are written on the form.

This cannot be done electronically but must be done by hand at the time that the sample is actually taken. If the patient has fasted when the sample is taken then please indicate on the form by ticking the box.

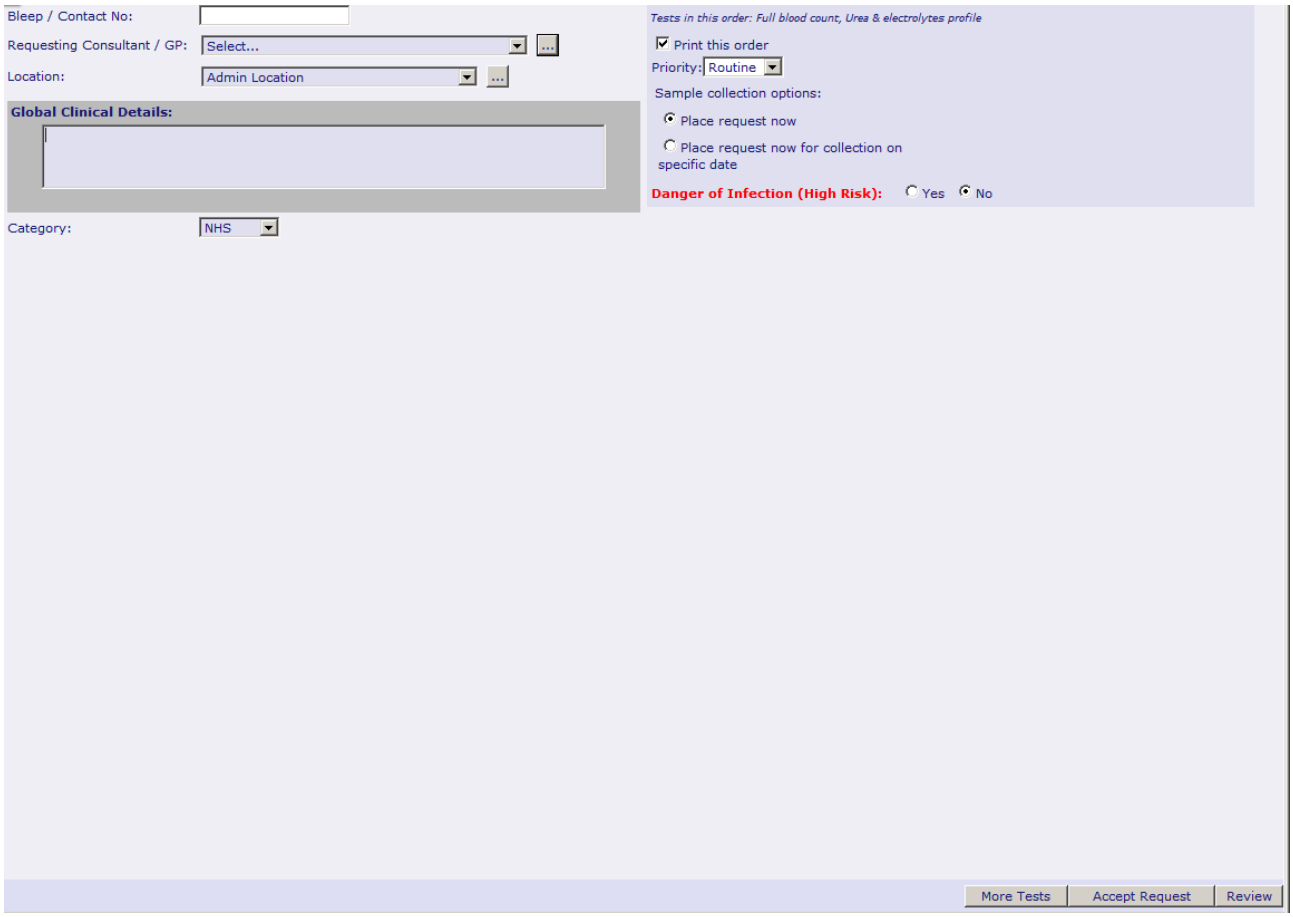
This information is necessary for correct interpretation of the results.

Collected Date..... Time..... By.....(signature) ☐ ✗ If fasting

Please write collection date and time above

1.5.7 More Tests / Accept Request / Review - options on the final screen

In the bottom right-hand corner there are three options:



- '*More Tests*'

This allows you to go back and change the tests selected.

- '*Accept Request*'

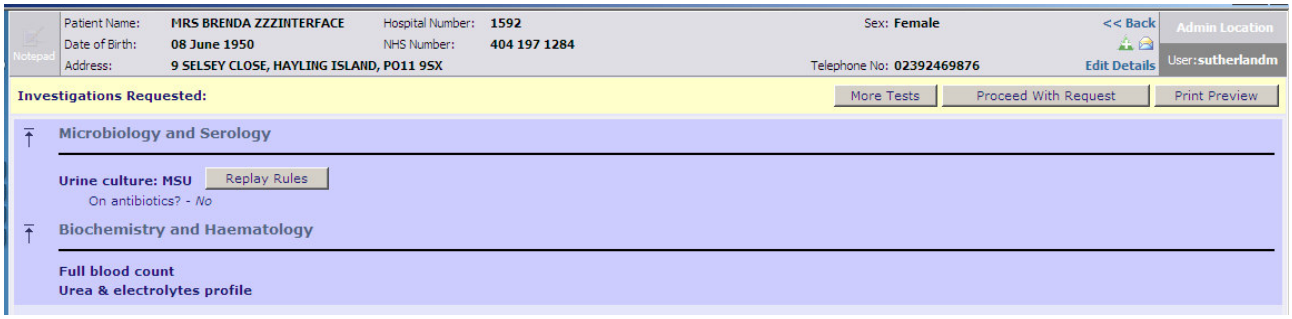
This places the request. After the forms have printed, a message box displays '*Data filed with EMIS – Click OK to close and return*'.

- '*Review*'

This provides an overview of the tests requested and the information provided.

1.5.8 Review options

There are four options:



- '*Replay Rules*'

This allows answers to pop-up questions to be re-entered, if applicable.

- '*More Tests*'

This allows you to go back and change the tests selected.

- '*Proceed With Request*'

This returns you to the '*Order Details:*' page.

- '*Print Preview*'

This displays the request form on screen.

2 Viewing requests placed on a patient

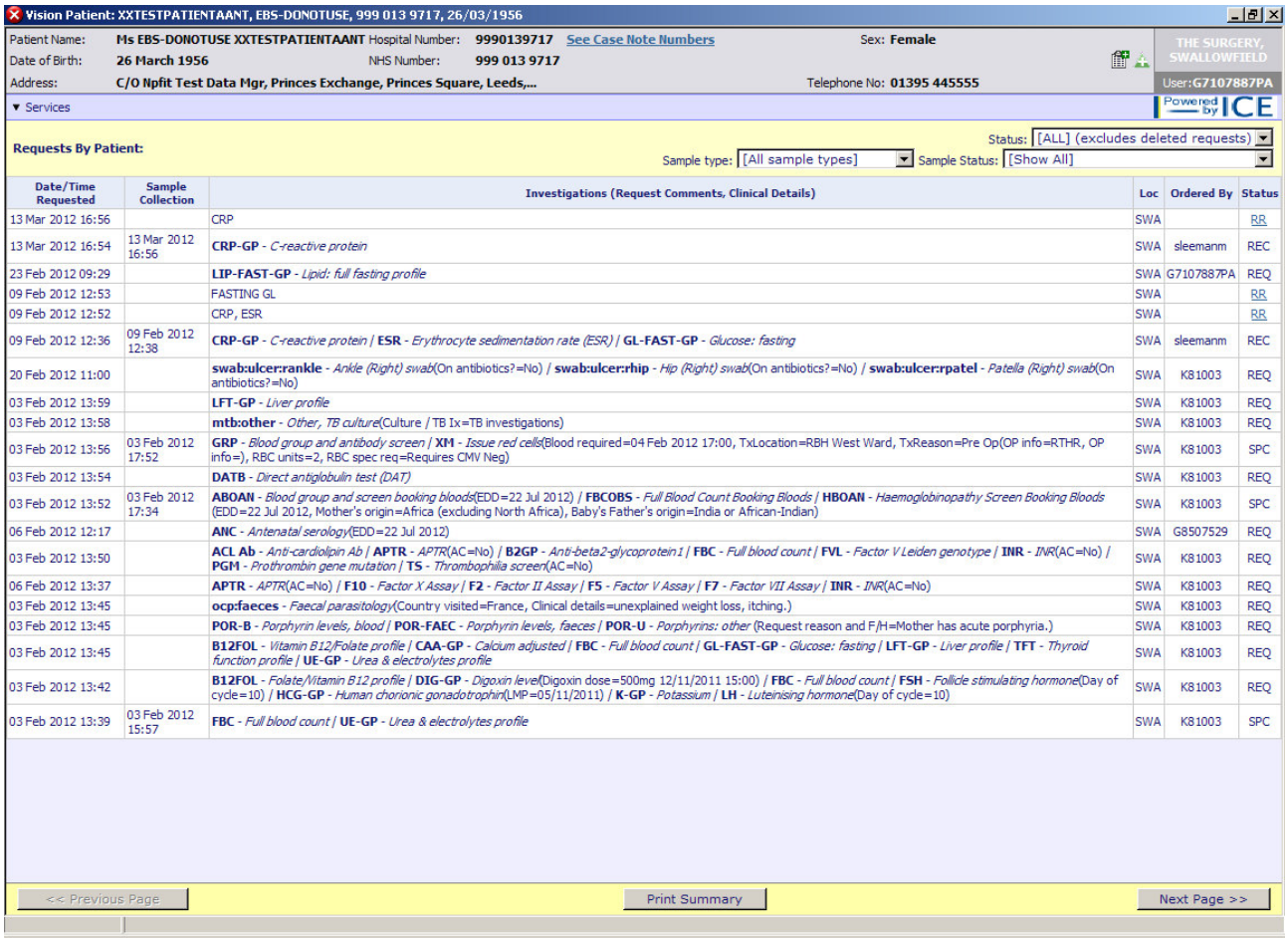
The requests placed on a patient can be seen in ICE by selecting the patient in EMIS LV and following the sequence of menu options below:

Enter the '*MR*' module.

Select '*N*' ('*Investigations*').

Select '*R*' ('*Online Test Requests*').

This will bring up a list of requests placed on the patient in ICE:



Vision Patient: XXTESTPATIENTAANT, EBS-DONOTUSE, 999 013 9717, 26/03/1956

Patient Name: Ms EBS-DONOTUSE XXTESTPATIENTAANT Hospital Number: 9990139717 See Case Note Numbers Sex: Female
Date of Birth: 26 March 1956 NHS Number: 999 013 9717
Address: C/O Npfit Test Data Mgr, Princes Exchange, Princes Square, Leeds,... Telephone No: 01395 445555
THE SURGERY, SWALLOWFIELD
User:G7107887PA
Services
Powered by ICE

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

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
13 Mar 2012 16:56		CRP	SWA		RR
13 Mar 2012 16:54	13 Mar 2012 16:56	**CRP-GP** - *C-reactive protein*	SWA	sleemanm	REC
23 Feb 2012 09:29		**LIP-FAST-GP** - *Lipid: full fasting profile*	SWA	G7107887PA	REQ
09 Feb 2012 12:53		FASTING GL	SWA		RR
09 Feb 2012 12:52		CRP, ESR	SWA		RR
09 Feb 2012 12:36	09 Feb 2012 12:38	**CRP-GP** - *C-reactive protein* / **ESR** - *Erythrocyte sedimentation rate (ESR)* / **GL-FAST-GP** - *Glucose: fasting*	SWA	sleemanm	REC
20 Feb 2012 11:00		**swab:ulcer:rankle** - *Ankle (Right) swab*(On antibiotics?=No) / **swab:ulcer:rhip** - *Hip (Right) swab*(On antibiotics?=No) / **swab:ulcer:rpatel** - *Patella (Right) swab*(On antibiotics?=No)	SWA	K81003	REQ
03 Feb 2012 13:59		**LFT-GP** - *Liver profile*	SWA	K81003	REQ
03 Feb 2012 13:58		**mtb:other** - *Other, TB culture*(Culture / TB Ix=TB investigations)	SWA	K81003	REQ
03 Feb 2012 13:56	03 Feb 2012 17:52	**GRP** - *Blood group and antibody screen* / **XM** - *Issue red cells*(Blood required=04 Feb 2012 17:00, TxLocation=RBH West Ward, TxReason=Pre Op(OP info=RTHR, OP info=), RBC units=2, RBC spec req=Requires CMV Neg)	SWA	K81003	SPC
03 Feb 2012 13:54		**DATB** - *Direct antiglobulin test (DAT)*	SWA	K81003	REQ
03 Feb 2012 13:52	03 Feb 2012 17:34	**ABOAN** - *Blood group and screen booking bloods*(EDD=22 Jul 2012) / **FBCOBS** - *Full Blood Count Booking Bloods* / **HBOAN** - *Haemoglobinopathy Screen Booking Bloods* (EDD=22 Jul 2012, Mother's origin=Africa (excluding North Africa), Baby's Father's origin=India or African-Indian)	SWA	K81003	SPC
06 Feb 2012 12:17		**ANC** - *Antenatal serology*(EDD=22 Jul 2012)	SWA	G8507529	REQ
03 Feb 2012 13:50		**ACL Ab** - *Anti-cardiolipin Ab* / **APTR** - *APTR*(AC=No) / **B2GP** - *Anti-beta2-glycoprotein1* / **FBC** - *Full blood count* / **FVL** - *Factor V Leiden genotype* / **INR** - *INR*(AC=No) / **PGM** - *Prothrombin gene mutation* / **TS** - *Thrombophilia screen*(AC=No)	SWA	K81003	REQ
06 Feb 2012 13:37		**APTR** - *APTR*(AC=No) / **F10** - *Factor X Assay* / **F2** - *Factor II Assay* / **F5** - *Factor V Assay* / **F7** - *Factor VII Assay* / **INR** - *INR*(AC=No)	SWA	K81003	REQ
03 Feb 2012 13:45		**ocp:faeces** - *Faecal parasitology*(Country visited=France, Clinical details=unexplained weight loss, itching.)	SWA	K81003	REQ
03 Feb 2012 13:45		**POR-B** - *Porphyrin levels, blood* / **POR-FAEC** - *Porphyrin levels, faeces* / **POR-U** - *Porphyrins: other* (Request reason and F/H=Mother has acute porphyria.)	SWA	K81003	REQ
03 Feb 2012 13:45		**B12FOL** - *Vitamin B12/Folate profile* / **CAA-GP** - *Calcium adjusted* / **FBC** - *Full blood count* / **GL-FAST-GP** - *Glucose: fasting* / **LFT-GP** - *Liver profile* / **TFT** - *Thyroid function profile* / **UE-GP** - *Urea & electrolytes profile*	SWA	K81003	REQ
03 Feb 2012 13:42		**B12FOL** - *Folate/Vitamin B12 profile* / **DIG-GP** - *Digoxin level*(Digoxin dose=500mg 12/11/2011 15:00) / **FBC** - *Full blood count* / **FSH** - *Follicle stimulating hormone*(Day of cycle=10) / **HCG-GP** - *Human chorionic gonadotrophin*(LMP=05/11/2011) / **K-GP** - *Potassium* / **LH** - *Luteinising hormone*(Day of cycle=10)	SWA	K81003	REQ
03 Feb 2012 13:39	03 Feb 2012 15:57	**FBC** - *Full blood count* / **UE-GP** - *Urea & electrolytes profile*	SWA	K81003	SPC

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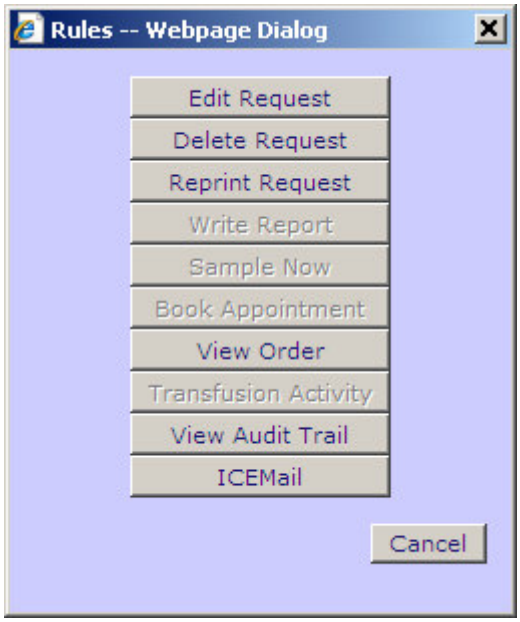
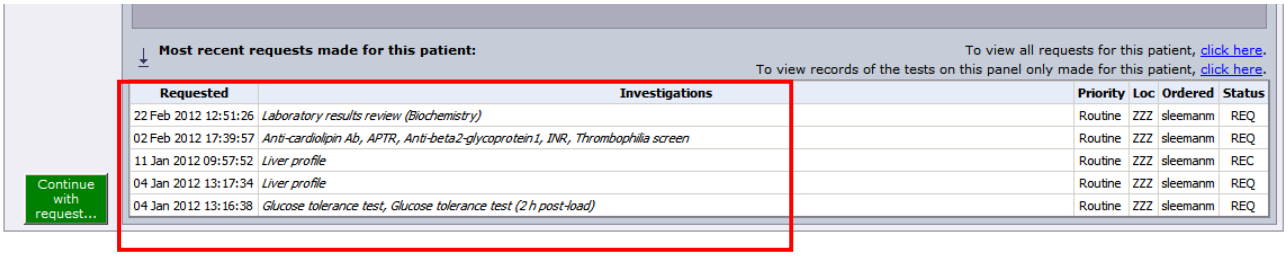
If you are already in the patient's record in ICE, this list can also be opened by using the '*Services*' menu (see 10.1 below) to choose '*Patient Request List*'.

Selecting the lines in this list will bring up a menu to allow you to carry out several actions relating to the request (see below for more details of these options):

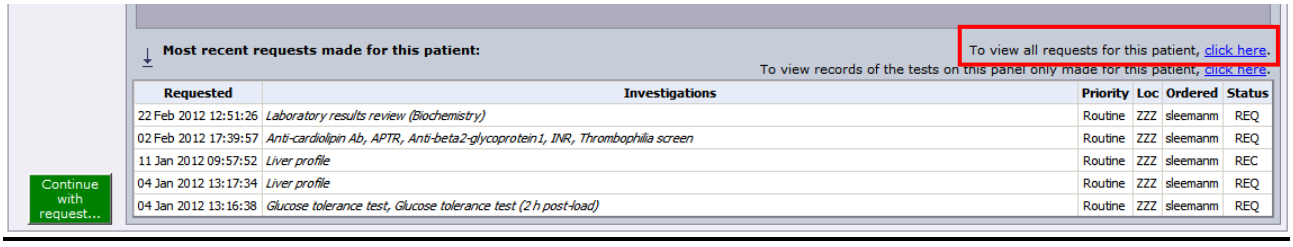


When in the ICE requesting screens the last five requests for a patient can be reviewed at the bottom of the requesting screen:



Requested	Investigations	Priority	Loc	Ordered	Status
22 Feb 2012 12:51:26	*Laboratory results review (Biochemistry)*	Routine	ZZZ	sleemanm	REQ
02 Feb 2012 17:39:57	*Anti-cardiolipin Ab, APTR, Anti-beta2-glycoprotein1, INR, Thrombophilia screen*	Routine	ZZZ	sleemanm	REQ
11 Jan 2012 09:57:52	*Liver profile*	Routine	ZZZ	sleemanm	REC
04 Jan 2012 13:17:34	*Liver profile*	Routine	ZZZ	sleemanm	REQ
04 Jan 2012 13:16:38	*Glucose tolerance test, Glucose tolerance test (2 h post-load)*	Routine	ZZZ	sleemanm	REQ

All requests made on the patient can also be viewed directly from here:



Requested	Investigations	Priority	Loc	Ordered	Status
22 Feb 2012 12:51:26	*Laboratory results review (Biochemistry)*	Routine	ZZZ	sleemanm	REQ
02 Feb 2012 17:39:57	*Anti-cardiolipin Ab, APTR, Anti-beta2-glycoprotein1, INR, Thrombophilia screen*	Routine	ZZZ	sleemanm	REQ
11 Jan 2012 09:57:52	*Liver profile*	Routine	ZZZ	sleemanm	REC
04 Jan 2012 13:17:34	*Liver profile*	Routine	ZZZ	sleemanm	REQ
04 Jan 2012 13:16:38	*Glucose tolerance test, Glucose tolerance test (2 h post-load)*	Routine	ZZZ	sleemanm	REQ

Requests that have been placed in ICE are listed within EMIS LV as '*Completed*'. It is necessary to access ICE to determine the current status of these specimens.

3 Editing a request

Requests can be edited as long as they have not already been received by the laboratory.

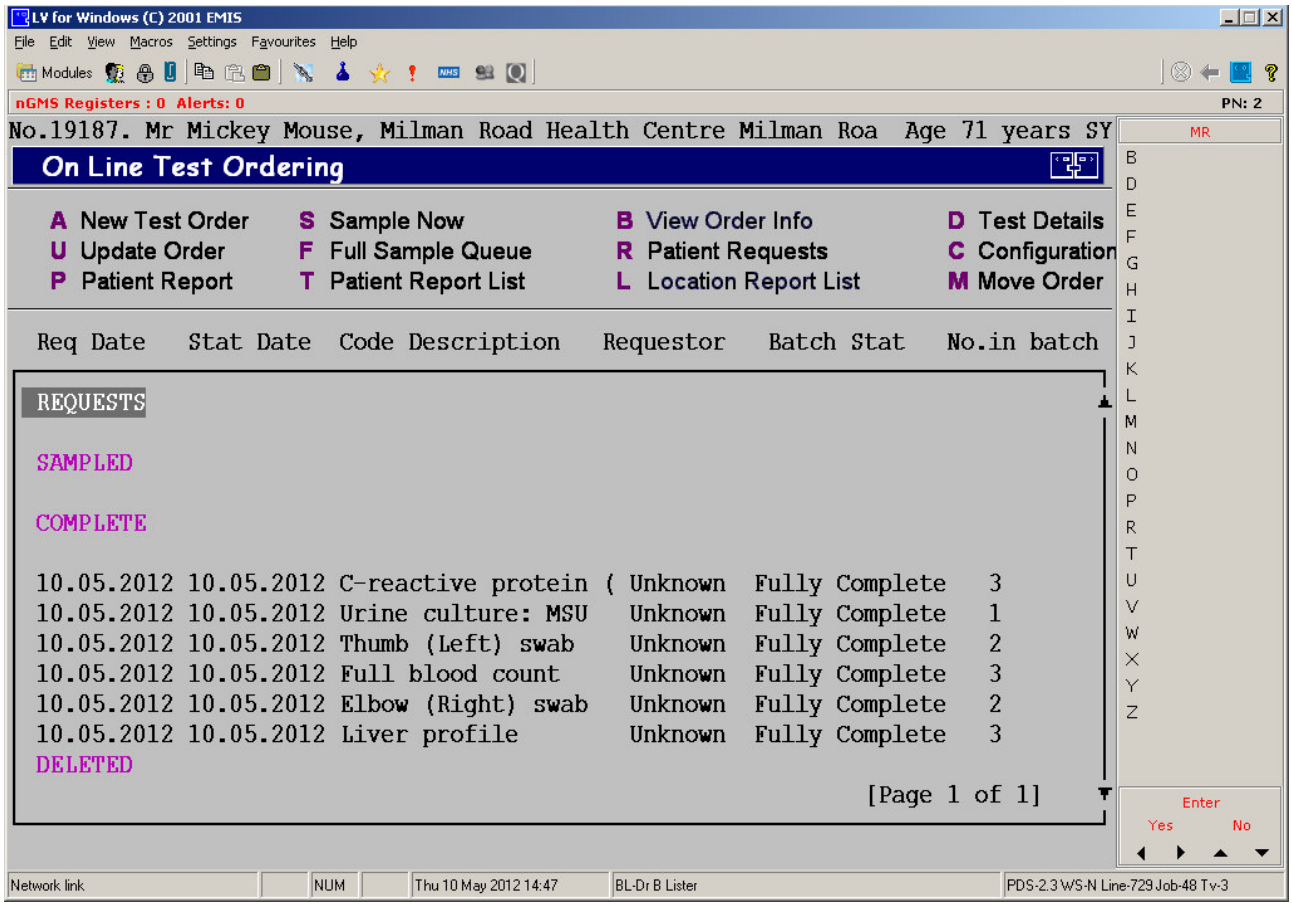
Select the patient in EMIS LV.

Enter the '*MR*' module.

Select '*N*' ('*Investigations*').

Select '*R*' ('*Online Test Requests*').

Highlight the appropriate test in the list in EMIS LV:



Select '*U*' ('*Update Order*').

The ICE requesting screen will open with the request ready for editing. Select or deselect the required boxes and complete the request as normal. The updated information will be written back into EMIS LV.

4 Deleting a request

To remove individual tests from a request, edit the request as above.

To delete an entire request use the '*R*' ('*Online Test Ordering*') option in EMIS LV to view the requests placed on a patient in ICE (see 2 above):

Vision Patient: XXTESTPATIENTAANT, EBS-DONOTUSE, 999 013 9717, 26/03/1956

Patient Name: Ms EBS-DONOTUSE XXTESTPATIENTAANT Hospital Number: 9990139717 See Case Note Numbers Sex: Female
Date of Birth: 26 March 1956 NHS Number: 999 013 9717
Address: C/O Npfit Test Data Mgr, Princes Exchange, Princes Square, Leeds,... Telephone No: 01395 445555
THE SURGERY, SWALLOWFIELD
User:

▼ Services

Powered by ICE

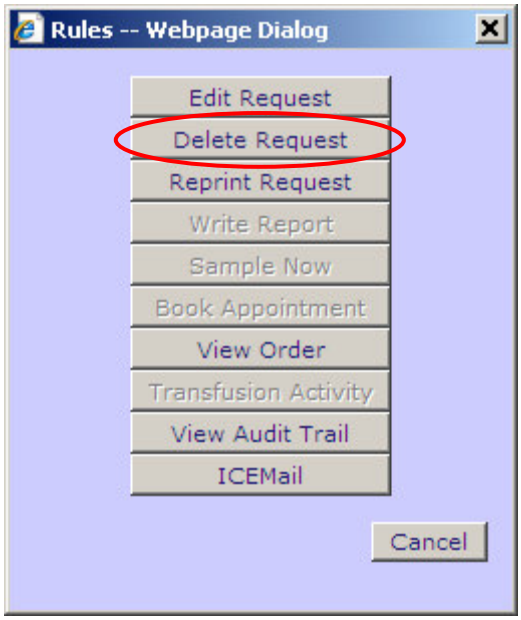
Requests By Patient:

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

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
13 Mar 2012 16:56		CRP	SWA		RR
13 Mar 2012 16:54	13 Mar 2012 16:56	**CRP-GP** - *C-reactive protein*	SWA	sleemanm	REC
23 Feb 2012 09:29		**LIP-FAST-GP** - *Lipid: full fasting profile*	SWA	G7107887PA	REQ
09 Feb 2012 12:53		FASTING GL	SWA		RR
09 Feb 2012 12:52		CRP, ESR	SWA		RR
09 Feb 2012 12:36	09 Feb 2012 12:38	**CRP-GP** - *C-reactive protein* / **ESR** - *Erythrocyte sedimentation rate (ESR)* / **GL-FAST-GP** - *Glucose: fasting*	SWA	sleemanm	REC
20 Feb 2012 11:00		**swab:ulcer:rankle** - *Ankle (Right) swab*(On antibiotics?=No) / **swab:ulcer:rhip** - *Hip (Right) swab*(On antibiotics?=No) / **swab:ulcer:rpatel** - *Patella (Right) swab*(On antibiotics?=No)	SWA	K81003	REQ
03 Feb 2012 13:59		**LFT-GP** - *Liver profile*	SWA	K81003	REQ
03 Feb 2012 13:58		**mtb:other** - *Other, TB culture*(Culture / TB Ix=TB investigations)	SWA	K81003	REQ
03 Feb 2012 13:56	03 Feb 2012 17:52	**GRP** - *Blood group and antibody screen* / **XM** - *Issue red cells*(Blood required=04 Feb 2012 17:00, TxLocation=RBH West Ward, TxReason=Pre Op(OP info=RTHR, OP info=), RBC units=2, RBC spec req=Requires CMV Neg)	SWA	K81003	SPC
03 Feb 2012 13:54		**DATB** - *Direct antiglobulin test (DAT)*	SWA	K81003	REQ
03 Feb 2012 13:52	03 Feb 2012 17:34	**ABOAN** - *Blood group and screen booking bloods*(EDD=22 Jul 2012) / **FBCOBS** - *Full Blood Count Booking Bloods* / **HBOAN** - *Haemoglobinopathy Screen Booking Bloods* (EDD=22 Jul 2012, Mother's origin=Africa (excluding North Africa), Baby's Father's origin=India or African-Indian)	SWA	K81003	SPC
06 Feb 2012 12:17		**ANC** - *Antenatal serology*(EDD=22 Jul 2012)	SWA	G8507529	REQ
03 Feb 2012 13:50		**ACL Ab** - *Anti-cardiolipin Ab* / **APTR** - *APTR*(AC=No) / **B2GP** - *Anti-beta2-glycoprotein1* / **FBC** - *Full blood count* / **FVL** - *Factor V Leiden genotype* / **INR** - *INR*(AC=No) / **PGM** - *Prothrombin gene mutation* / **TS** - *Thrombophilia screen*(AC=No)	SWA	K81003	REQ
06 Feb 2012 13:37		**APTR** - *APTR*(AC=No) / **F10** - *Factor X Assay* / **F2** - *Factor II Assay* / **F5** - *Factor V Assay* / **F7** - *Factor VII Assay* / **INR** - *INR*(AC=No)	SWA	K81003	REQ
03 Feb 2012 13:45		**ocp:faeces** - *Faecal parasitology*(Country visited=France, Clinical details=unexplained weight loss, itching.)	SWA	K81003	REQ
03 Feb 2012 13:45		**POR-B** - *Porphyrin levels, blood* / **POR-FAEC** - *Porphyrin levels, faeces* / **POR-U** - *Porphyrins: other* (Request reason and F/H=Mother has acute porphyria.)	SWA	K81003	REQ
03 Feb 2012 13:45		**B12FOL** - *Vitamin B12/Folate profile* / **CAA-GP** - *Calcium adjusted* / **FBC** - *Full blood count* / **GL-FAST-GP** - *Glucose: fasting* / **LFT-GP** - *Liver profile* / **TFT** - *Thyroid function profile* / **UE-GP** - *Urea & electrolytes profile*	SWA	K81003	REQ
03 Feb 2012 13:42		**B12FOL** - *Folate/Vitamin B12 profile* / **DIG-GP** - *Digoxin level*(Digoxin dose=500mg 12/11/2011 15:00) / **FBC** - *Full blood count* / **FSH** - *Follicle stimulating hormone*(Day of cycle=10) / **HCG-GP** - *Human chorionic gonadotrophin*(LMP=05/11/2011) / **K-GP** - *Potassium* / **LH** - *Luteinising hormone*(Day of cycle=10)	SWA	K81003	REQ
03 Feb 2012 13:39	03 Feb 2012 15:57	**FBC** - *Full blood count* / **UE-GP** - *Urea & electrolytes profile*	SWA	K81003	SPC

<< Previous Page | Print Summary | Next Page >>

Select the request you wish to delete and then '*Delete Request'* from the pop-up menu:



Please provide a reason for deleting the request then select '*Accept*':

If the request has already been logged into the laboratory, you will not be able to delete it.

It will be necessary to update EMIS LV to reflect the change in status in ICE.

Select '*M*' ('*Move Order*').

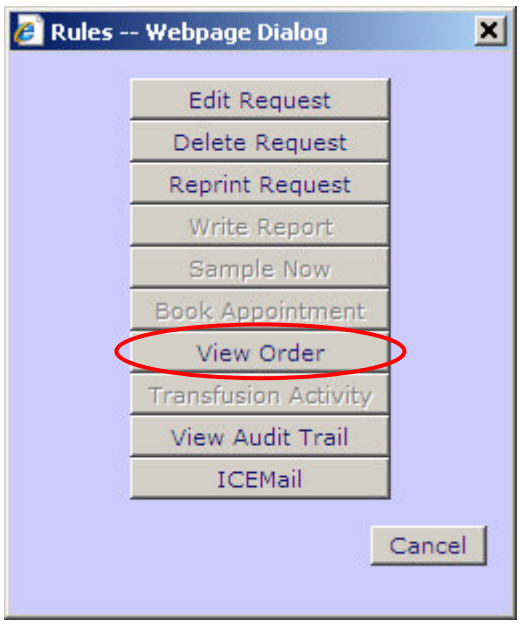
Select '*Deleted*'.

5 Reprinting a request form

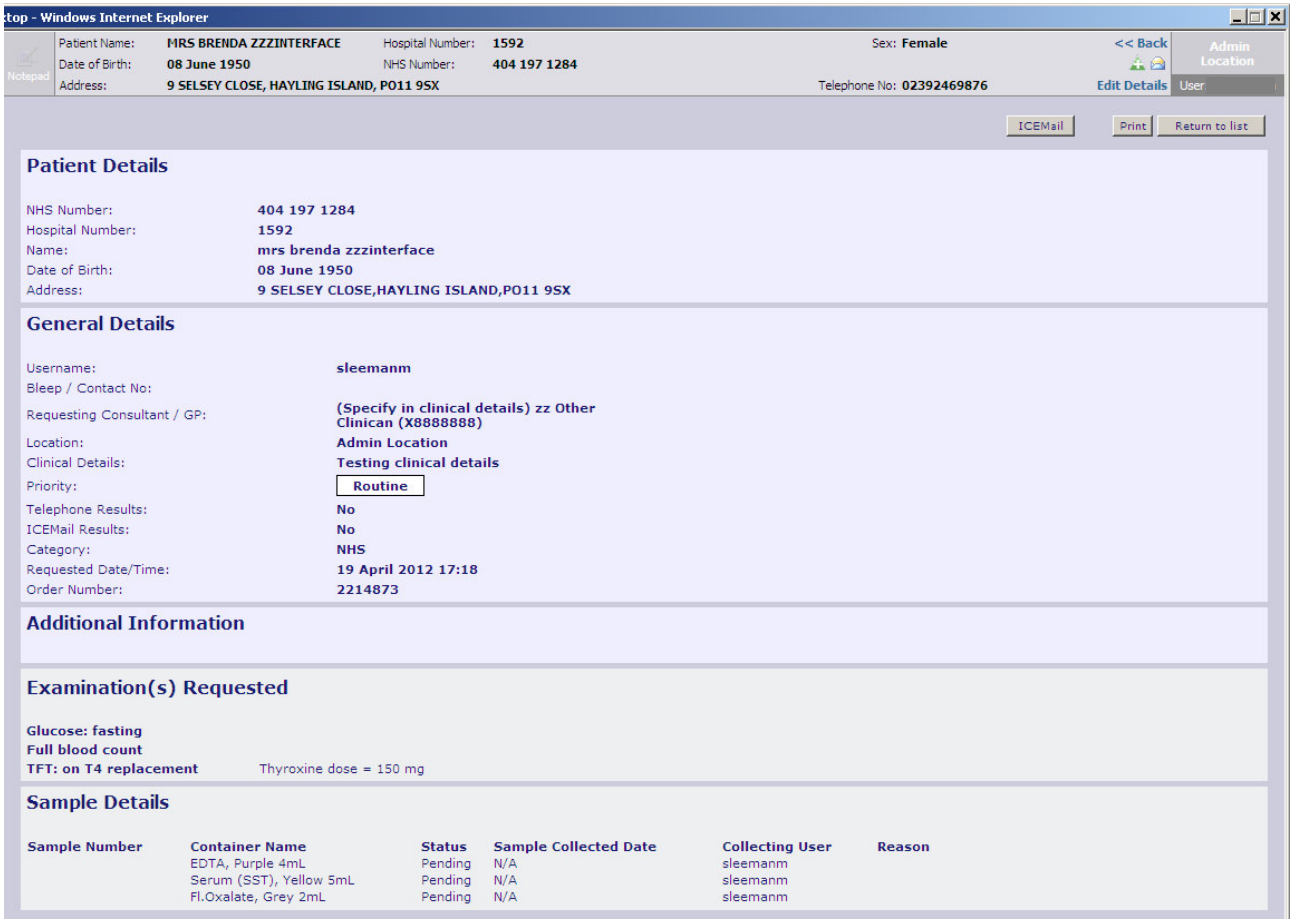
To reprint a request form use the '*R*' ('*Online Test Ordering*') option in EMIS LV to view the requests placed on a patient in ICE (see 2 above). Click on the request to be reprinted and select '*Reprint Request*' from the pop-up menu.

6 Viewing a summary of a request

Click on the request you wish to view and select '*View Order*' from the pop-up menu:

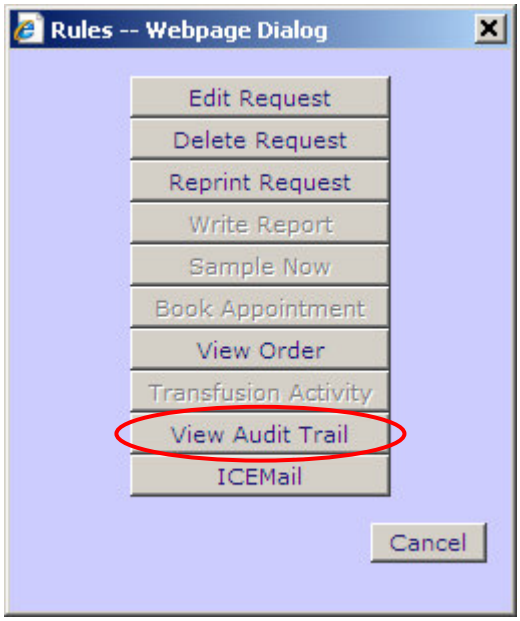


A summary of the order is displayed:

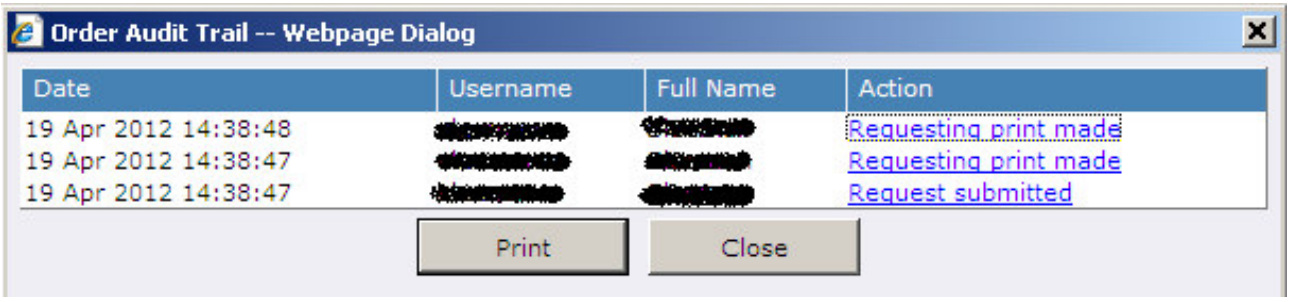


7 Viewing the audit trail of a request

Click on the request you wish to view and select '*View Audit Trail*' from the pop-up menu:



An audit trail of actions performed and by whom is shown:



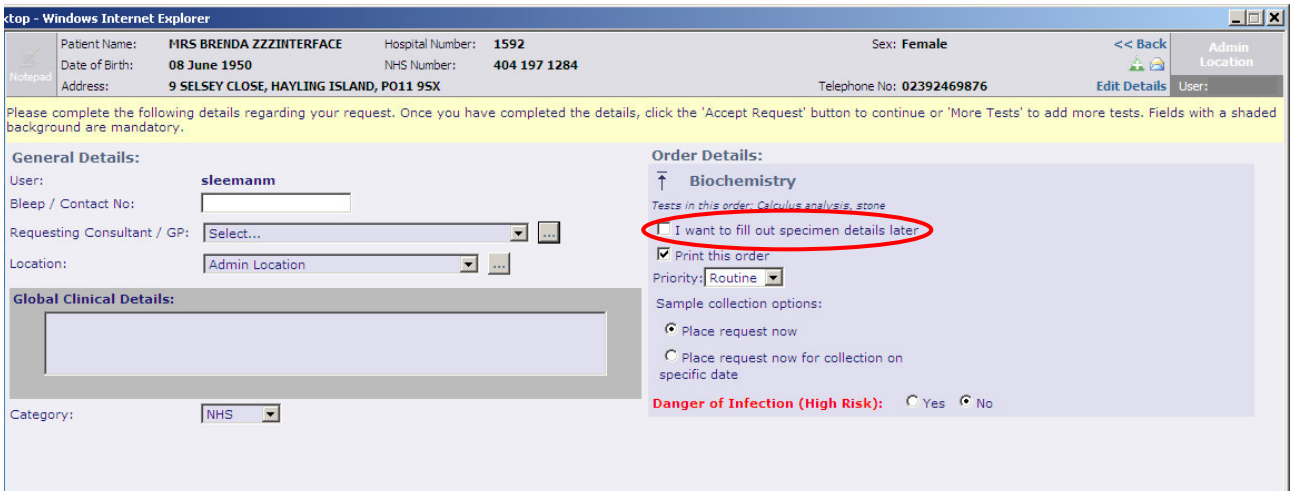
8 Postpone options

The system allows you to place requests with a postponed status. These requests are stored in the system, but no request form is printed. The difference between postponing a request and placing a request with the '*Print this order*' tick box un-ticked, is that the postponed request is put on a special postponed list separate from all the requests which have been placed normally.

If your intended workflow is to come back to the system to print the request forms at a later time, this postponed list may make it simpler to identify the requests which require forms printing from those which have already been printed.

Prior to placing a request with a postponed status, please select the sample priority, sample collection options and whether the sample is danger of infection (high risk). Then select '*I want to fill out specimen details later*'.

Please note: Once '*I want to fill out specimen details later*' has been selected and the request has been accepted with a postponed status, the options for sample priority and risk status cannot be changed.

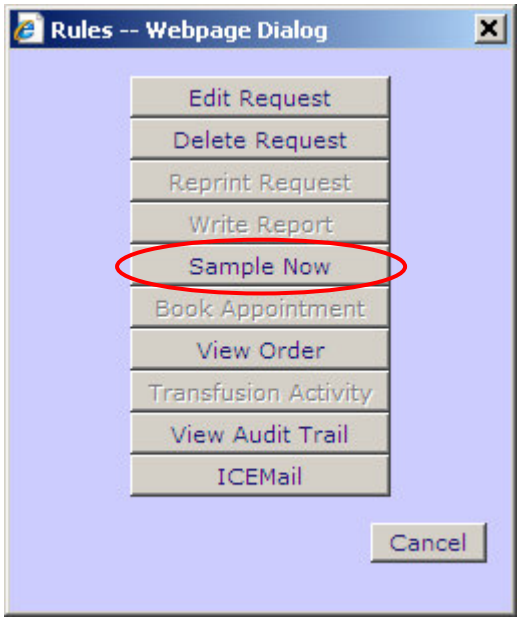


Select '*Accept Request*'.

8.1 Placing a postponed request and printing the request form

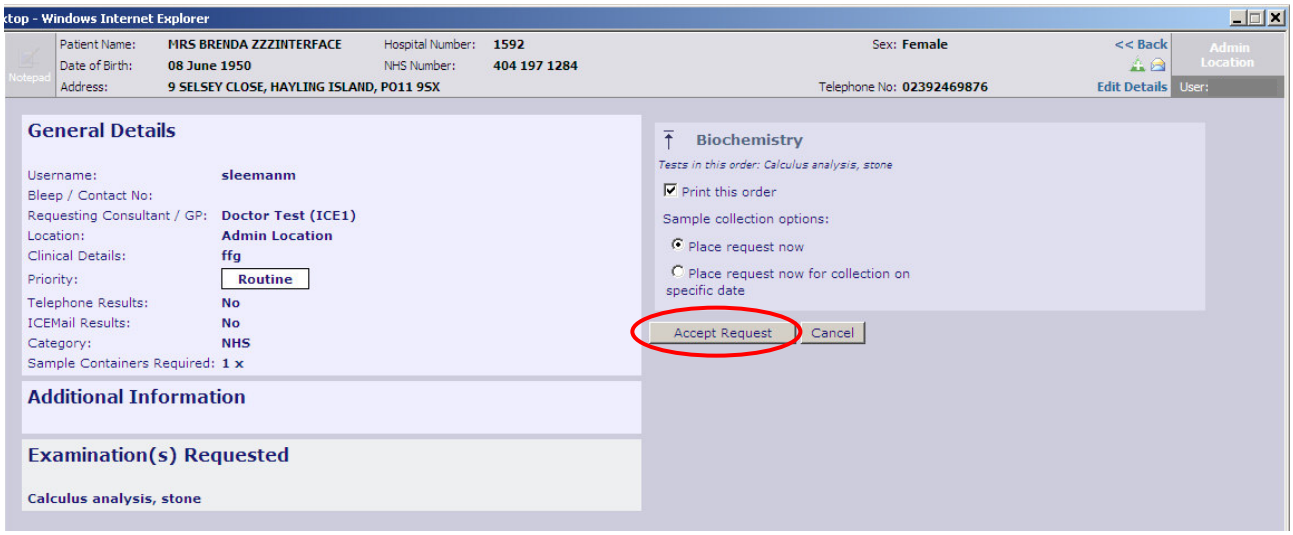
Postponed requests can be accessed and completed in one of three ways:

- From the '*Online Test Ordering*' ('*R*') view in EMIS LV, highlighting the test to be sampled and selecting '*S*' ('*Sample Now*').
- From the '*Online Test Ordering*' ('*R*') view in EMIS LV, selecting '*F*' ('*Location Sample Queue*') to view all pending requests for the practice. Selecting the request to be completed (postponed requests are indicated with POS in the '*Status*' column) and selecting '*Sample Now*' from the pop-up menu (see below).
- By viewing the full list of requests on a patient (see 2 above), selecting the request to be completed (postponed requests are indicated with POS in the '*Status*' column) and selecting '*Sample Now*' from the pop-up menu:



You will now enter the ICE Request Completion summary screen.

Select '*Accept Request*' to place the request and print the form:



9 Viewing results

NOTE: Results will only be available for a patient if the demographics on the original request match those being supplied by your GP system to ICE. This system will not show results e.g. where a request came in on a paper form with a differently / wrongly spelt surname.

PLEASE DO NOT RELY ON THIS BEING A COMPLETE RECORD FOR A PATIENT.

All results for your Practice can be viewed using the '*MR*' module in EMIS LV and selecting the '*Location Report List*' ('*L*') option. This list will include those reports where the demographics are insufficient to match to the main patient record.

Patient reports can be accessed by using the '*MR*' module in EMIS LV and selecting the '*Patient Report' List*' ('*T*') option.

Reports can be filtered using the options at the top of the screen:

Vision Patient: XXTESTPATIENTAANT, EBS-DONOTUSE, 999 013 9717, 26/03/1956

Patient Name: Ms EBS-DONOTUSE XXTESTPATIENTAANT Hospital Number: 9990139717 See Case Note Numbers Sex: Female
Date of Birth: 26 March 1956 NHS Number: 999 013 9717
Address: C/O Npfit Test Data Mgr, Princes Exchange, Princes Square, Leeds,... Telephone No: 01395 445555

THE SURGERY, SWALLOWFIELD
User:
Powered by ICE

▼ Services

Location [All locations]
Filter by specialty [All specialties]
Clinician: All clinicians
Show reports up to 14/03/2012
Show reports from 09/03/2012
Print last 4 reports.
Search
Show All reports

< Earlier reports | Later reports >

Investigation	Requested By	Location	Sample Number	Sample Collected	Sample Received	Report Date	Status
C-REACTIVE PROTEIN	Dr A M ANSARI	THE SURGERY, SWALLOWFIELD	33664262	13 Mar 2012	13 Mar 2012	13 Mar 2012 17:00	UN
ESR	Dr A M ANSARI	THE SURGERY, SWALLOWFIELD	31959511	09 Feb 2012	09 Feb 2012	09 Feb 2012 12:53	UN
FASTING GLUCOSE	Dr A M ANSARI	THE SURGERY, SWALLOWFIELD	31959524	09 Feb 2012	09 Feb 2012	09 Feb 2012 12:50	UN
C-REACTIVE PROTEIN	Dr A M ANSARI	THE SURGERY, SWALLOWFIELD	31959511	09 Feb 2012	09 Feb 2012	09 Feb 2012 12:49	UN

Reports for the different specialities are colour-coded:

Specialty	Colour
Chemical Pathology	The quick red fox jumps over the lazy brown dog.
Histopathology	The quick red fox jumps over the lazy brown dog.
Medical Microbiology	The quick red fox jumps over the lazy brown dog.
Blood Transfusion	The quick red fox jumps over the lazy brown dog.
Haematology	The quick red fox jumps over the lazy brown dog.
Microbiology	The quick red fox jumps over the lazy brown dog.
Radiology	The quick red fox jumps over the lazy brown dog.
General Pathology	The quick red fox jumps over the lazy brown dog.

By selecting a report line, the full report can be viewed:

Vision Patient: XXTESTPATIENTAANT, EBS-DONOTUSE, 999 013 9717, 26/03/1956

Patient Name: Ms EBS-DONOTUSE XXTESTPATIENTAANT Hospital Number: 9990139717 See Case Note Numbers Sex: Female
Date of Birth: 26 March 1956 NHS Number: 999 013 9717
Address: C/O Npfit Test Data Mgr, Princes Exchange, Princes Square, Leeds,... Telephone No: 01395 445555

THE SURGERY, SWALLOWFIELD
User:
Powered by ICE

▼ Services

< > Cumulative Back Print

Reported	Specialty	Location	Clinician	Status
13 Mar 2012 17:00	Chemical Pathology	THE SURGERY, SWALLOWFIELD	Dr A M ANSARI (General Practice)	UN

Sample 33664262 (BLOOD) Collected 13 Mar 2012 16:56 Received 13 Mar 2012 16:57

C-REACTIVE PROTEIN

C-REACTIVE PROTEIN	*	45.0	mg/L	0 - 4.9

End of report

The '<' and '>' allow you to move to earlier or later reports for the same patient.

'*Cumulative*' allows you to view the cumulative results for the selected patient:

Date << < > >> Cumulative Back Print Profile Tests Only View

☐ Match up test results across investigations

IMPORTANT: This is a summary and may not show comments from the original report(s)

Investigation/Test	Range	Units	Reported 12 Mar 2012 20:15	19 Mar 2012 20:09	26 Mar 2012 18:36	02 Apr 2012 21:56	10 Apr 2012 18:17	16 Apr 2012 20:22
CORRECTED CALCIUM	(2.10 - 2.55)	mmol/L	2.17	2.27	2.24	2.22	2.22	2.23
C-REACTIVE PROTEIN	(0 - 4.9)	mg/L					*7.8	
eGFR		mL/min/1.73 m2	>60	*54	>60	>60	>60	>60
ESR	(1 - 19)	mm/h					*23	
Full Blood Count								
Baso	(0.00 - 0.20)	$x10^9$/L	0.04	0.03	0.03	0.05	0.04	0.04
Eosin	(0.02 - 0.40)	$x10^9$/L	*0.43	0.32	0.35	0.34	*0.45	0.37
Hb	(11.5 - 16.0)	g/dL	12.3	12.0	*11.3	12.4	12.4	*11.3
HCT	(0.36 - 0.46)		*0.358	*0.348	*0.336	0.377	*0.352	*0.346
Lymph	(1.30 - 4.00)	$x10^9$/L	2.17	2.33	2.28	1.83	2.16	2.21
MCH	(25.0 - 35.0)	pg	31.9	32.1	31.4	30.9	32.4	30.6
MCHC	(31.0 - 36.0)	g/dL	34.3	34.5	33.7	33.0	35.2	32.6
MCV	(80.0 - 101.0)	fL	93.1	93.2	93.3	93.7	91.9	93.9
Mono	(0.20 - 0.80)	$x10^9$/L	0.54	0.47	0.45	0.39	0.56	0.51
Neut	(1.80 - 7.50)	$x10^9$/L	5.38	4.90	4.75	5.75	6.01	5.37
Platelets	(145 - 400)	$x10^9$/L	185	159	146	171	171	146
RBC	(4.00 - 5.20)	$x10^{12}$/L	*3.84	*3.73	*3.60	4.03	*3.82	*3.69
WBC	(4.00 - 10.50)	$x10^9$/L	8.57	8.05	7.86	8.35	9.23	8.50
Lipid Tests								
CHOLESTEROL	(0 - 5)	mmol/L					4.5	
Liver Function Tests								
ALBUMIN	(35 - 49)	g/L	41	38	38	43	43	40
ALKALINE PHOSPHATASE	(38 - 126)	IU/L	92	80	73	86	88	87
ALT	(0 - 55)	IU/L	18	20	19	24	21	19
GLOBULINS	(17 - 35)	g/L	29	29	25	30	30	26
TOTAL BILIRUBIN	(0 - 22)	umol/L	7	10	8	10	13	8
TOTAL PROTEIN	(63 - 82)	g/L	70	67	63	73	73	66
MAGNESIUM	(0.7 - 1)	mmol/L	0.76	*0.66	*0.65	*0.69		*0.68
Renal Function								
BICARBONATE	(22 - 31)	mmol/L	30	28	28	28	25	29
CREATININE	(44 - 80)	umol/L	*86	*94	*84	*85	*81	*83
PHOSPHATE	(0.81 - 1.45)	mmol/L	1.35	1.21	1.35	1.28	1.30	1.29
POTASSIUM	(3.6 - 5.3)	mmol/L	4.3	4.3	4.0	4.2	4.7	4.3
SODIUM	(134 - 145)	mmol/L	140	141	142	141	143	144
UREA	(2.8 - 7)	mmol/L	4.8	4.5	5.8	5.9	5.7	5.1
URIC ACID	(149 - 506)	umol/L	490	*531	487	467	505	483
TOTAL CALCIUM		mmol/L	2.17	2.19	2.16	2.27	2.27	2.20

By selecting an individual test name in either the report view or the cumulative view, a list of all results for that test is shown:

Renal Function - SODIUM for -- **Webpage Dialog**

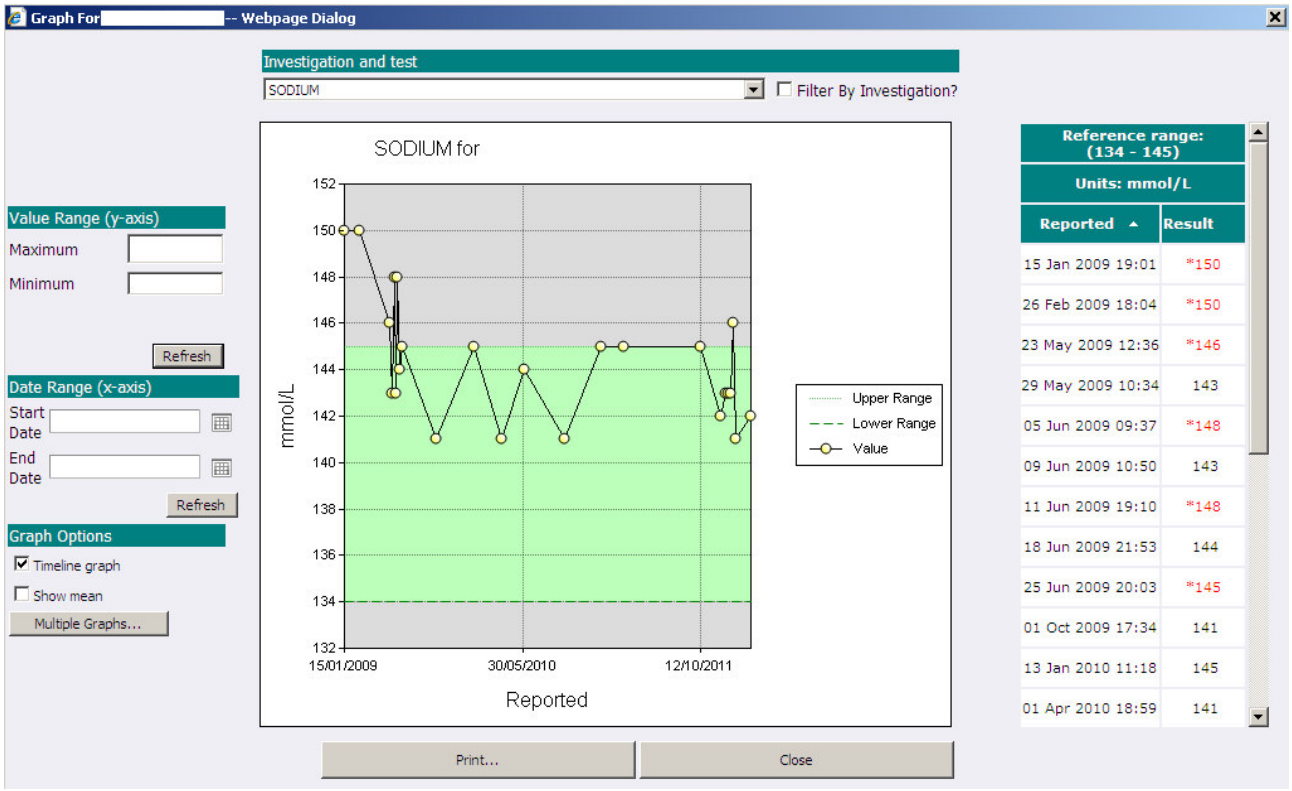
SODIUM - (across all investigations) [mmol/L]

Reference range: (134 - 145) Units: mmol/L

Report Date	Sample ID	Value
15 Jan 2009 19:01:00	5983075	*150
26 Feb 2009 18:04:00	20047914	*150
23 May 2009 12:36:00	20231252	*146
29 May 2009 10:34:00	20225651	143
05 Jun 2009 09:37:00	20251915	*148
09 Jun 2009 10:50:00	20265360	143
11 Jun 2009 19:10:00	20273033	*148
18 Jun 2009 21:53:00	20288207	144
25 Jun 2009 20:03:00	20307089	*145
01 Oct 2009 17:34:00	20492563	141
13 Jan 2010 11:18:00	20686487	145
01 Apr 2010 18:59:00	20844833	141
04 Jun 2010 08:29:00	20982782	144
23 Sep 2010 16:27:00	23105595	141
06 Jan 2011 19:50:00	25287152	*145
08 Mar 2011 16:20:00	26480484	145

Graph Print Close

'*Graph*' displays a graphed view of the results with various options for formatting them. From this view, the '*Multiple Graphs…*' option allows multiple analytes to be graphed together:

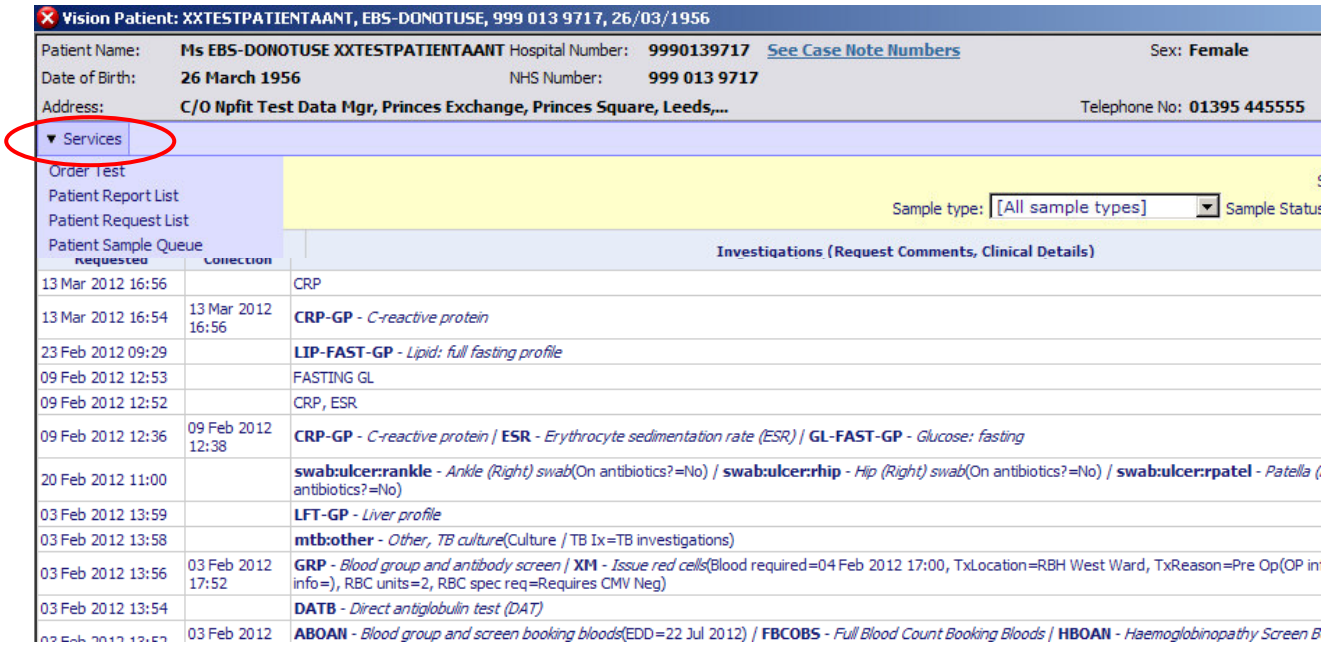


10 '*Services*' menu options in ICE

The '*Services*' menu on the upper left of the ICE requesting screens allows you to access many of the functions of ICE without having to quit and choose a different option from the EMIS LV '*On Line Test Ordering*' menu.

10.1 Patient '*Services*' menu

This menu is available when you are in ICE looking at a specific patient record (the patient demographics are visible at the top of the page).



- '*Order Test*'

Main requesting screen.

- '*Patient Report List*'

List of reports received for this patient (see 9 above).

- '*Patient Request List*'

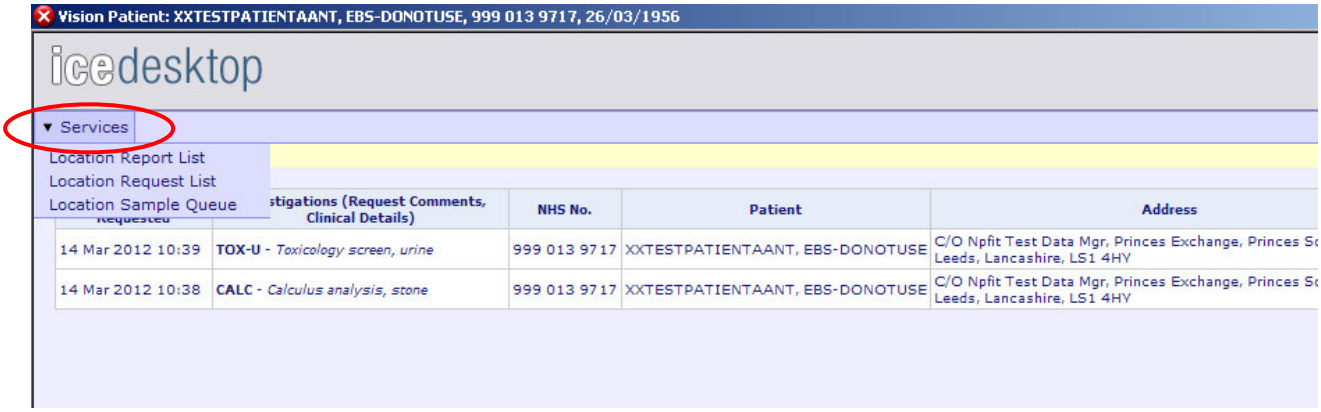
List of all requests placed for this patient (see 2 above).

- '*Patient Sample Queue*'

List of postponed requests for this patient (see 8 above).

10.2 Location / Surgery related services menu

This menu is available when you are in ICE looking at Surgery related options. I.e. you have launched ICE using the '*Full Sample Queue*' ('*F*') and '*Location Report List*' ('*L*') options on the EMIS LV '*On Line Test Ordering*' menu. In this view there are no patient demographics visible at the top of the page.



- *'Location Report List'*

List of reports received for your location / Surgery (see 9 above).

- *'Location Request List'*

List of all requests placed for your location / Surgery.

- *'Location Sample Queue'*

List of postponed requests for your location / Surgery.

11 Appendix 1: Making a request - Quick guide

1. Search for patient in EMIS LV.
2. Enter '*Consultation Mode*' ('*CM*').
3. Select '*X-ray / Lab Requests*' ('*X*').
4. '*Do you wish to make an online test request?*' *Answer* '*Y*' (Opens the ICE request screen).
5. Select the test(s) required.
6. Once all tests have been selected, select the green '*Continue with Request*' button (bottom left-hand corner of the screen).
7. Select GP.
8. Enter free-text clinical details in the '*Global Clinical Details*' box.
9. If the request form is to be printed then select '*Print this order*'.
10. Select a clinician for a copy report if required.
11. Change '*Priority*' from '*Routine*' to '*URGENT*' if applicable.
12. Identify danger of infection / high risk specimens if applicable.
13. Select '*Accept request*'.
14. Once all forms have printed you are returned to EMIS LV.

12 Appendix 2: Reprinting a request form - Quick guide

1. Search for patient in EMIS LV.
2. Enter '*Medical Records*' ('*MR*').
3. Select '*N*' ('*Investigations*').
4. Select '*R*' ('*Online Test Requests*').
5. Select '*R*' ('*Patient Requests*').
6. The list of requests on the patient opens in ICE. Select the relevant request.
7. Select '*Reprint Request*' from the pop-up menu.

13 Appendix 3: Editing a request - Quick guide

Requests can be edited as long as they have not already been received by the laboratory.

1. Search for patient in EMIS LV.
2. Enter '*Medical Records*' ('*MR*').
3. Select '*N*' ('*Investigations*').
4. Select '*R*' ('*Online Test Requests*').
5. Highlight the request you wish to edit.
6. Select '*U*' ('*Update Order*').
7. Select or deselect the required boxes and complete the request as normal. The updated information will be written back into the list of tests in EMIS LV.

14 Appendix 4: Deleting a request - Quick guide

Requests can be deleted as long as they have not already been received by the laboratory.

1. Search for patient in EMIS LV.
2. Enter *Medical Records* (‘*MR*’).
3. Select ‘*N*’ (‘*Investigations*’).
4. Select ‘*R*’ (‘*Online Test Requests*’).
5. Select ‘*R*’ (‘*Patient Requests*’).
6. The list of requests on the patient opens in ICE. Select the relevant request.
7. Select ‘*Delete Request*’ from the pop-up menu.
8. Qualify the deletion and select ‘*Accept*’.
9. Close the ICE requesting screen.

If you wish to mark the request as deleted in EMIS LV also, please use the ‘*M*’ (‘*Move Order*’) option in the EMIS LV ‘*On Line Test Ordering*’ menu and move the order to ‘*Deleted*’.

15 Appendix 5: Workflows

The two workflows outlined here are the suggested workflows for using the ICE system with EMIS LV. They can be used interchangeably and may both be used in one request e.g. printing one request form for a swab while postponing a second request form for a blood test which can then be printed later for phlebotomy.

15.1 Placing requests in a postponed state and printing forms later.

This workflow initially places the requests in the system in a postponed state. This is reflected in the entry in the list of requests under the ‘*On Line Test Ordering’* menu where the requests initially appear under the heading of ‘*Requests*’ rather than ‘*Complete*’. This workflow is most likely to be useful when it is desired to print request forms off at a later date e.g. when the patient returns for phlebotomy.

The main advantage of this workflow is that the requests which have not yet been completed are clearly distinguishable in both EMIS LV and ICE. This makes it simple for the person printing the request forms to see which requests still require completion.

1. Select the required tests.
2. Choose the appropriate ‘*Priority*’, ‘*Copy results to*’ and ‘*Danger of infection (high risk)*’ options.
3. Select the ‘*I want to fill out specimen details later*’ tick box.

4. '*Accept Request*'.

Postponed requests can be accessed, completed and the request forms printed in one of three ways:

- From the '*Online Test Ordering*' ('*R*') view in EMIS LV, highlighting the test to be sampled and selecting '*S*' ('*Sample Now*').
- From the '*Online Test Ordering*' ('*R*') view in EMIS LV, selecting '*F*' ('*Location Sample Queue*') to view all pending requests for the Practice. Selecting the request to be completed (postponed requests are indicated with POS in the '*Status*' column) and selecting '*Sample Now*' from the pop-up menu (see below).
- By viewing the full list of requests on a patient (see section 2 above), selecting the request to be completed (postponed requests are indicated with POS in the '*Status*' column) and selecting '*Sample Now*' from the pop-up menu.

15.2 Placing requests in a completed state and re-printing forms later if required.

This workflow places the requests in the system in a completed state. This is reflected in the entry in the list of requests under the '*On Line Test Ordering'* menu. This workflow is most likely to be useful when it is desired to print request forms off at the same time as placing the request, e.g. urine or swab tests.

1. Select the required tests.
2. Leave the '*Print this order*' box selected if you wish to print the form immediately. Deselect this box if you wish to print the form later.
3. '*Accept Request*'.

Request forms can be printed (if not printed when the request was placed) or re-printed e.g. if lost by following the process in Appendix 12.

16 Appendix 7: EMIS LV '*On Line Test Ordering*' menu - Quick guide

Menu accessed from '*Medical Records module | Investigations | Online Test Requests*' menu:

EMIS LV menu	ICE Services menu equivalent	Description
New Test Order (A)	Order Test	Place a new request for tests
Update Order (U)	Patient Request List, select request, then '*Edit Request*'	Edit the tests on a previously placed request
Patient Report (P)	Patient Report List, select report	View specific report received on a patient
Sample Now (S)	Patient Request List, select request, then '*Sample Now*'	Finalise a postponed request
Full Sample Queue (F)	Location Sample Queue	View all postponed requests for the Practice
Patient Report List (T)	Patient Report List	List of reports received for this patient
View Order Info (B)	N/A	Option not yet available
Patient Requests (R)	Patient Request List	View all requests placed on a patient
Location Report List (L)	Location Report List	View all reports received on patients at the Practice
Test Details (D)	N/A	List in EMIS LV of the tests in the selected order
Move Order (M)	N/A	Allows you to change the status of an order in EMIS LV (does not affect ICE)

17 Appendix 8: Re-Setting Passwords

The ICE password can be re-set in EMIS from the '*Medical Records*' module

1. Enter *Medical Records* ('*MR*').
2. Select '*N*' ('*Investigations*').
3. Select '*R*' ('*Online Test Requests*').
4. Select 'C' ('*Configuration*').
5. At the password prompt type in hermes (in lowercase)
6. Highlight the provider (Royal Berkshire).
7. Select '*P*' ('*Password Set-up*'), enter the correct password and select '*OK*'