

Test requesting in EMIS LV using Sunquest ICE

1	Placing a request	3
1.1	Navigating around the test request screen	4
1.1.1	<i>Panels and pages</i>	4
1.1.2	<i>Selecting a test</i>	4
1.1.3	<i>Excluded tests</i>	4
1.1.4	<i>Included tests</i>	5
1.1.5	<i>Reflexed tests</i>	5
1.1.6	<i>Clinical profiles</i>	5
1.2	Guidance when placing a request.....	6
1.2.1	<i>Help bar</i>	6
1.2.2	<i>Advice additional to the help bar</i>	7
1.2.3	<i>Web link for further test information</i>	7
1.2.4	<i>Test recently requested, ? proceed</i>	7
1.3	Specific information required by the laboratory.....	8
1.4	Can't find a test	10
1.4.1	<i>Search</i>	10
1.4.2	<i>Test not listed</i>	11
1.5	Finalising the request	12
1.5.1	<i>Continue with request</i>	12
1.5.2	<i>Requesting physician</i>	12
1.5.3	<i>Clinical details</i>	13
1.5.4	<i>Patient category</i>	13
1.5.5	<i>Order details</i>	14
1.5.6	<i>Information required on request form</i>	17
1.5.7	<i>More Tests / Accept Request / Review - options on the final screen</i>	18
1.5.8	<i>Review options</i>	19
2	Viewing requests placed on a patient.....	20
3	Editing a request	22
4	Deleting a request.....	23
5	Reprinting a request form.....	24
6	Viewing a summary of a request	25
7	Viewing the audit trail of a request	26
8	Postpone options	26
8.1	Placing a postponed request and printing the request form	28
9	Viewing results.....	30
10	'Services' menu options in ICE.....	34

10.1	Patient ' <i>Services</i> ' menu	34
10.2	Location / Surgery related services menu	35
11	Appendix 1: Making a request - Quick guide	36
12	Appendix 2: Reprinting a request form - Quick guide.....	36
13	Appendix 3: Editing a request - Quick guide.....	36
14	Appendix 4: Deleting a request - Quick guide.....	37
15	Appendix 5: Workflows	37
15.1	Placing requests in a postponed state and printing forms later.	37
15.2	Placing requests in a completed state and re-printing forms later if required.	38
16	Appendix 7: EMIS LV ' <i>On Line Test Ordering</i> ' menu - Quick guide	39
17	Appendix 8: Re-Setting Passwords	39

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:

The screenshot shows a window titled 'No.119. Miss Test Testwoman, 23 St Margaret Close Coventry Age 26 years EOPEN'. Below the title bar, a blue bar contains the text 'Consultation On 9.12.2005 By Dr Emis Test At 6.P.Surgery'. The main area of the window is grey and contains a text box with the prompt 'Please enter your online integration password:'. To the right of the main area is a vertical list of letters from B to Z, with 'CM' at the top. Below the letters are 'Enter', 'Yes', and 'No' buttons. At the bottom of the window is a status bar with fields for 'Network link', 'NUM', 'Fri 09 Dec 2005 11:02', and 'MELV-miss melissa varley'.

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:

The screenshot shows the Sunquest ICE interface within a Windows Internet Explorer browser. At the top, patient information is displayed: Patient Name: DK01 ZZZTEST, Hospital Number: 1284, Sex: Male, Date of Birth: 01 January 1950, NHS Number: No NHS Number, Address: 1 EVESHAM ROAD, READING, RG4 8RL, and Telephone No: 1234. Below this, a horizontal bar contains five departmental panels: PATHOLOGY, BIOCHEMISTRY, HAEMATOLOGY, MICROBIOLOGY, and RADIOLOGY. The BIOCHEMISTRY panel is currently selected and highlighted. On the left side, a vertical list of pages is visible: Pathology, Clin Profiles, Antenatal, Consumables, Testing area, and Search. The main content area displays a grid of test options under three main headings: BIOCHEMISTRY, HAEMATOLOGY, and MICROBIOLOGY AND SEROLOGY. Each test option is preceded by a checkbox. The 'Urea & electrolytes profile' test under BIOCHEMISTRY is selected, indicated by a checked checkbox and a blue highlight.

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:

A close-up of the 'Urea & electrolytes profile' test selection. The checkbox is checked, and the entire test entry is highlighted with a blue background.

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 close-up showing the 'Glucose: random' test selected with a checked checkbox and blue highlight. Below it, the 'Glucose: fasting' test is shown with an unchecked checkbox and a greyed-out background, indicating it is excluded.

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

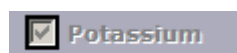
E.g. '*Prostate-specific antigen*' is excluded if female:



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.

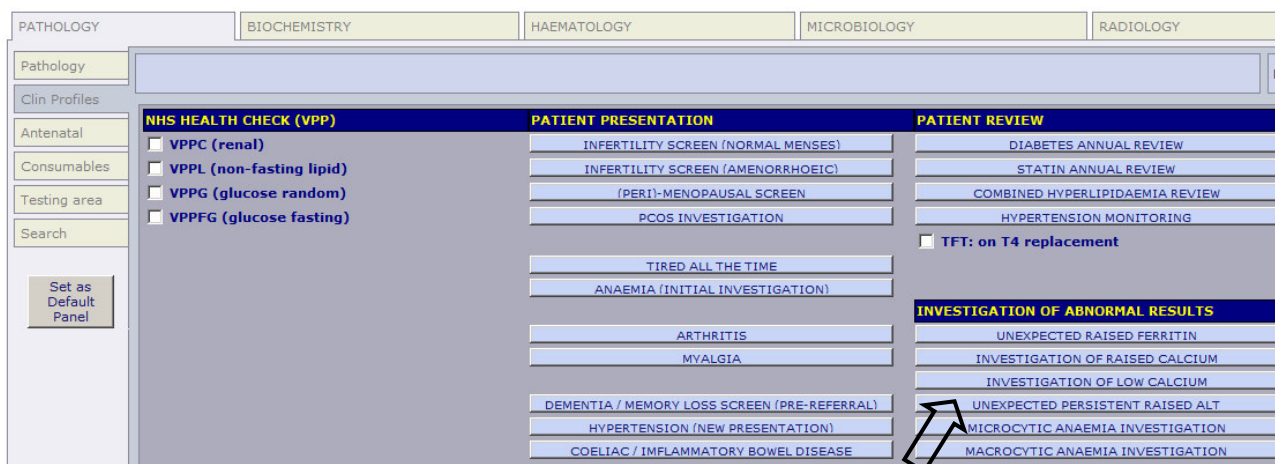
E.g., when '*Lead, random urine*' is selected, '*Lead*' is reflexed:




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:



UNEXPECTED PERSISTENT RAISED ALT

- ☐ Alanine transaminase (ALT)
- ☐ Gamma-glutamyl transferase
- ☐ Lipid: full fasting profile
- ☐ Glucose: fasting
- ☐ Hepatitis B core antibody
- ☐ Hepatitis C serology
- ☐ Anti Nuclear Ab
- ☐ Autoimmune Profile
- ☐ Tissue Transglutaminase
- ☐ Iron and Transferrin

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



Ok Cancel and Return

Sometimes there is a gap in the collection of suggested tests (as shown here below '*Glucose: fasting*').

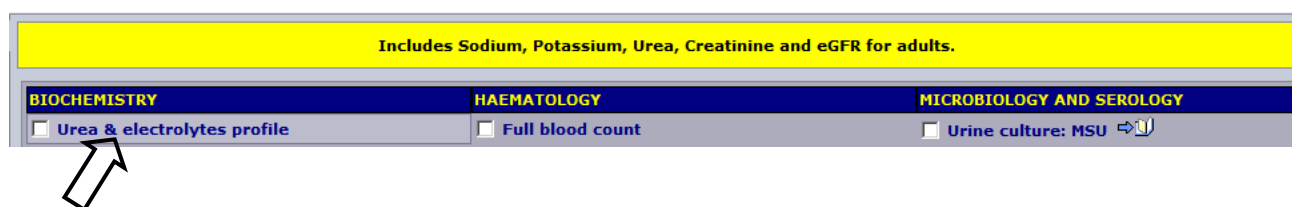
This is to separate the front line tests above the gap from those tests to be considered if further investigation is necessary below it.

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:



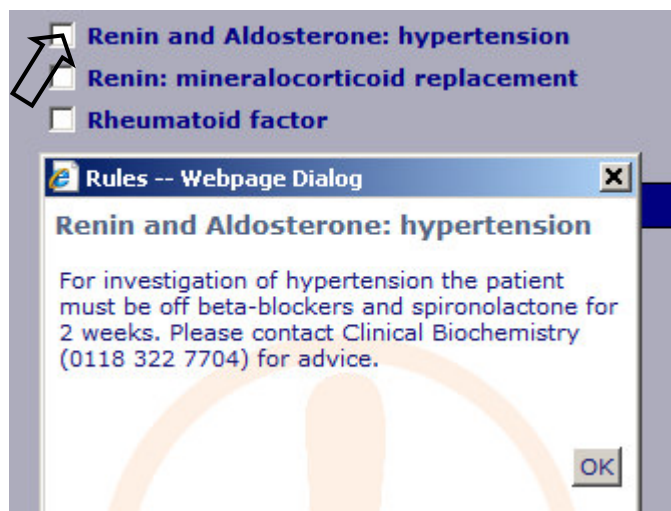
Includes Sodium, Potassium, Urea, Creatinine and eGFR for adults.

BIOCHEMISTRY	HAEMATOLOGY	MICROBIOLOGY AND SEROLOGY
<input type="checkbox"/> Urea & electrolytes profile	<input type="checkbox"/> Full blood count	<input type="checkbox"/> Urine culture: MSU

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.

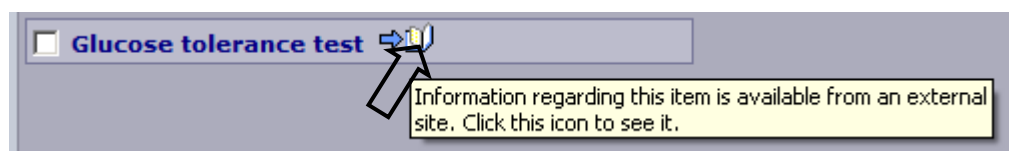
E.g. when selecting '*Renin and Aldosterone: hypertension*' the following pop-up box appears:



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

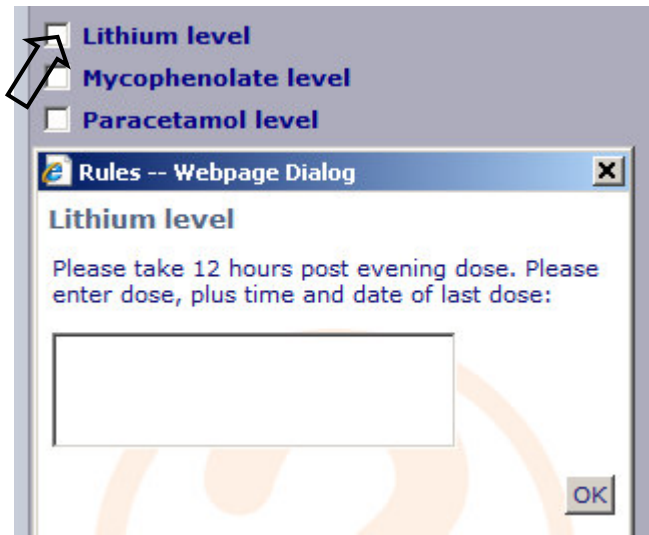
Sometimes when a test is selected a pop-up box appears, prompting you to consider whether this test needs to be requested so soon after a previous request. E.g.:



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:

ROUTINE TRANSFUSION

☐ Blood Group and Antibody Screen

☒ Issue Red Cells

☐ Direct Antiglobulin Test

SPECIALIST TRANSFUSION

Diagnostics

☐ HLA Typing

☐ HLA Disease Association

Rules -- Webpage Dialog

Transfusion details

Transfusion date and time
Please state date and time blood is required:

08 / 02 / 2012 00 : 00

Location of transfusion
Please state the location of patient at time of transfusion, including hospital and ward:

Reason for transfusion
Please select reason for transfusion from the drop down list:

(Please Select)

RBC quantity
Please select quantity of red cell units required:

(Please Select)

RBC special requirements
Please select special transfusion requirements. If no special requirements, select 'None':

(Please Select)

OK

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:

PATHOLOGY / Pathology ... HAEMATOLOGY / Coagulation

Indicating that this test is on both:

Panel PATHOLOGY, page Pathology.

Panel HAEMATOLOGY, page Coagulation.

1.4.2 Test not listed

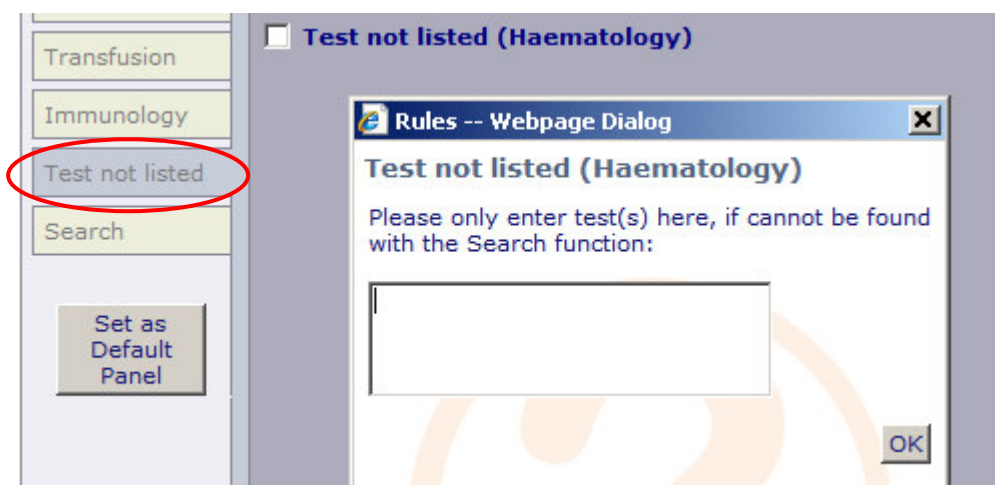
Most panels have a 'Test not listed' page. Please use the 'Search' function first before using this.

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:

General Details:	
User:	sutherlandm
Bleep / Contact No:	<input type="text"/>
Requesting Consultant / GP:	<input type="text" value="Select..."/>  
Location:	<input type="text" value="Admin Location"/>  

1.5.3 Clinical details

Please enter the clinical details for the request here:

Global Clinical Details:

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:

Category:

NHS

Select...
Cat II
NHS
Private

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):

Order Details:

↑

Microbiology and Serology

Tests in this order: Urine culture: MSU

☒ Print this order

Priority: Routine

Sample collection options:

☒ Place request now
 ☐ Place request now for collection on specific date

Danger of Infection (High Risk):
☐ Yes
 ☒ No

Order Details:

↑

Biochemistry and Haematology

Tests in this order: Full blood count, Urea & electrolytes profile

☒ Print this order

Priority: Routine

Sample collection options:

☒ Place request now
 ☐ Place request now for collection on specific date

Danger of Infection (High Risk):
☐ Yes
 ☒ No

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

Order Details:

↑ **Biochemistry and Haematology**

Tests in this order: Liver profile

☒ Print this order

Copy results to:

Priority:

Sample collection options:

☒ Place request now

☐ Place request now for collection on specific date

Danger of Infection (High Risk): ☐ Yes ☒ No

- *'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.

Order Details:

↑ **Biochemistry and Haematology**

Tests in this order: Liver profile

☒ Print this order

Copy results to:

Priority:

Sample collection

☒ Place request

☐ Place request specific date

Danger of Infection

ABID (Psychiatry), DR F
 ABLETT (Obs & Gynae), DR J
 ADAMS (General Surgery), MR T
 ADAMS (Oncology), DR J
 ADCOCK (Neurology), DR J
 AHMAD (Psychiatry), DR F
 AHMAD FAROUK (General surgery), DR AR
ALI (Psychiatry), DR Z
 ALLOTT (Obs & Gynae), DR H
 ALLSOPP (Psychiatry), DR M
 ANDRADE (Trauma & Orthopaedics), MR A
 ARCHIBALD (Radiology), DR C
 ARMSTRONG (Neurology), DR R
 ARUMUGAM RAMASAMY (Haematology), DR K
 ARVIND (Trauma and orthopaedic), DR C
 BACON (Ophthalmology), DR A
 BAKALA (Psychiatry), DR A
 BALANI (Cardiology), DR S
 BARKER (Renal), DR L
 BARRETT (Oncology), DR J
 BELL (Cardiology), DR J
 BELL (Radiology), DR M
 BHANDARY (Renal), DR U
 BHATTACHARYYA (Oncology), DR M
 BILLINGTON (Ophthalmology), DR B
 BIRCH (Plastic Surgery), MR J
 BLACKBURN (Occupational Health), DR B
 BLYTH (A&E), DR A
 BOGDANOVIC (Neurology), DR M

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:

Select Clinician. -- Webpage Dialog

Search by

☐ Show Inactive Clinicians

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):

Biochemistry

Tests in this order: Glucose tolerance test

☐ I want to fill out specimen details later

☒ Print this order

Copy results to: [Dropdown]

Priority: [Dropdown]

Sample collection: [Dropdown]

☒ Place request [Dropdown]

☐ Place request specific date [Dropdown]

Danger of Infection [Dropdown]

Test, Doctor

STEWART (Psychiatry), DR A

STREET (Obs & Gynae), DR P

SUDBURY (Psychiatry), DR P

SULTAN (Neurology), DR H

SUMITRA (Paediatrics), DR J

SWANTON (Obs & Gynae), MR A

SWINBURN (Cardiology), DR J

TANG (GUM), DR A

TANNER (Ophthalmology), DR V

TAVARES (Trauma & Orthopaedics), DR S

TUSON (Psychiatry), DR J

UMEH (General Surgery), DR H

VAN WYK (Elderly Care), DR A

VAUX (Renal), DR E

VIJAYANAND (Obs & Gynae), DR R

VIJAYANAND (Univ Gynae Clinic), MISS R

VPP SCREENING

WALDMAN (ICU), DR C

WALSH (Radiology), DR G

WARDILL (Psychiatry), DR L

WEIR (Neurology), DR A

WHALLEY (Psychiatry), DR M

WILLIAMS (Obs & Gynae), DR R

WILLIS (Anaesthetics), DR L

WRIGHT (Psychiatry), DR J

YOUNG (Rheumatology), DR L

ZAVODY (Psychiatry), DR M

ZUREK (Respiratory), DR A

zz Other Clinician, (Specify in clinical details)

- '*Priority and Danger of Infection:*'

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

- *Sample collection options:*

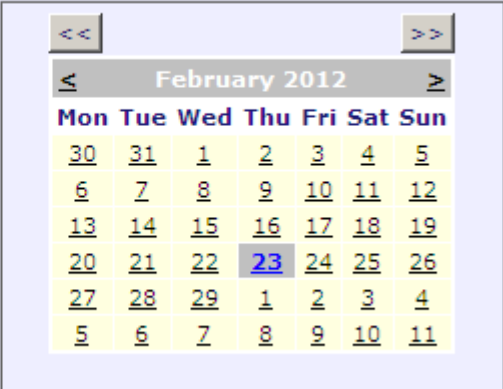
In each case the request will be placed. The second option enables a date for specimen collection to be displayed on the request form, for the information of the patient.

Select the date required from the pop-up calendar:

Sample collection options:

☐ Place request now

☒ Place request now for collection on specific date



February 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	1	2	3	4
5	6	7	8	9	10	11

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:

The screenshot displays the Sunquest ICE interface for test requesting. At the top, there are fields for 'Bleep / Contact No:', 'Requesting Consultant / GP:' (with a 'Select...' dropdown), and 'Location:' (with an 'Admin Location' dropdown). Below these is a 'Global Clinical Details:' section with a large text area. To the right, there are options for 'Print this order' (checked), 'Priority:' (set to 'Routine'), and 'Sample collection options:' (with radio buttons for 'Place request now' and 'Place request now for collection on specific date'). A 'Danger of Infection (High Risk):' section has radio buttons for 'Yes' and 'No'. At the bottom right, there are three buttons: 'More Tests', 'Accept Request', and 'Review'.

- *'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:

Notepad	Patient Name:	MRS BRENDA ZZZINTERFACE	Hospital Number:	1592	Sex:	Female	<< Back	Admin Location
	Date of Birth:	08 June 1950	NHS Number:	404 197 1284				User: sutherlandm
	Address:	9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX			Telephone No:	02392469876	Edit Details	

Investigations Requested:
More Tests
Proceed With Request
Print Preview

Microbiology and Serology

Urine culture: MSU
Replay Rules

On antibiotics? - No

Biochemistry and Haematology

Full blood count
Urea & electrolytes profile

- *‘Replay Rules’*

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

- *‘More Tests’*

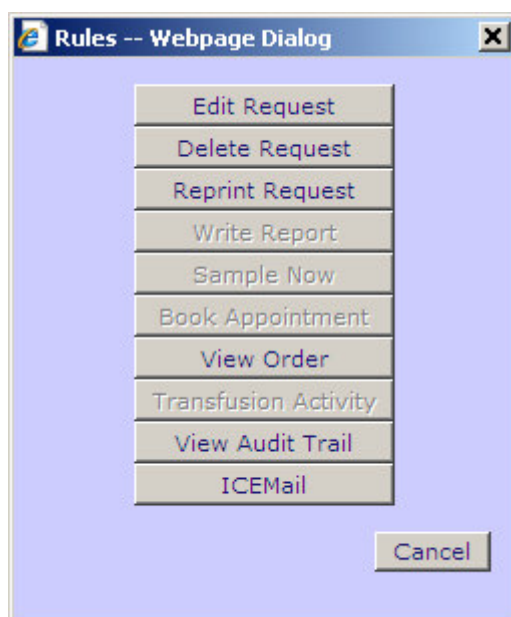
This allows you to go back and change the tests selected.

- *‘Proceed With Request’*

This returns you to the *‘Order Details.’* page.

- *‘Print Preview’*

This displays the request form on screen.



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

Most recent requests made for this patient:				To view all requests for this patient, click here.			
				To view records of the tests on this panel only made for this patient, click 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

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

Most recent requests made for this patient:				To view all requests for this patient, click here.			
				To view records of the tests on this panel only made for this patient, click 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:

LV for Windows (C) 2001 EMIS

File Edit View Macros Settings Favourites Help

Modules

nGMS Registers : 0 Alerts: 0

PN: 2

No.19187. Mr Mickey Mouse, Milman Road Health Centre Milman Roa Age 71 years SY

On Line Test Ordering

A New Test Order **S** Sample Now **B** View Order Info **D** Test Details
U Update Order **F** Full Sample Queue **R** Patient Requests **C** Configuration
P Patient Report **T** Patient Report List **L** Location Report List **M** Move Order

Req Date	Stat Date	Code Description	Requestor	Batch Stat	No.in batch
REQUESTS					
SAMPLED					
COMPLETE					
10.05.2012	10.05.2012	C-reactive protein (Unknown	Fully Complete	3
10.05.2012	10.05.2012	Urine culture: MSU	Unknown	Fully Complete	1
10.05.2012	10.05.2012	Thumb (Left) swab	Unknown	Fully Complete	2
10.05.2012	10.05.2012	Full blood count	Unknown	Fully Complete	3
10.05.2012	10.05.2012	Elbow (Right) swab	Unknown	Fully Complete	2
10.05.2012	10.05.2012	Liver profile	Unknown	Fully Complete	3
DELETED					
[Page 1 of 1]					

Enter
Yes No

Network link NUM Thu 10 May 2012 14:47 BL-Dr B Lister PDS-2.3 WS-N Line-729 Job-48 Ty-3

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**

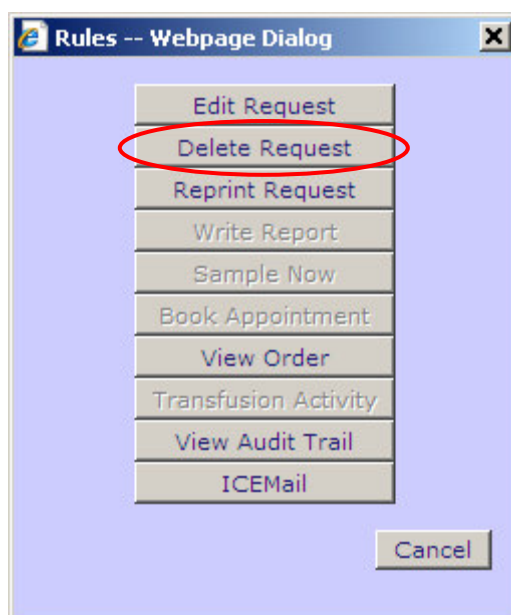
Services: **THE SURGERY, SWALLOWFIELD** User: **Powered by ICE**

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

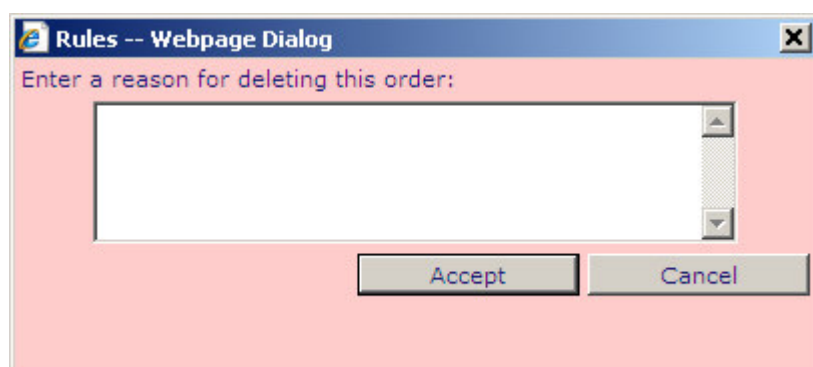
Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
13 Mar 2012 16:56		CRP	SWA		RR
13 Mar 2012 16:54	13 Mar 2012 16:56	CRP-GP - C-reactive protein	SWA	sleemanm	REC
23 Feb 2012 09:29		LIP-FAST-GP - Lipid: full fasting profile	SWA	G7107887PA	REQ
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:hip - Hip (Right) swab(On antibiotics?=No) / swab:ulcer:patel - 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		AANC - 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').

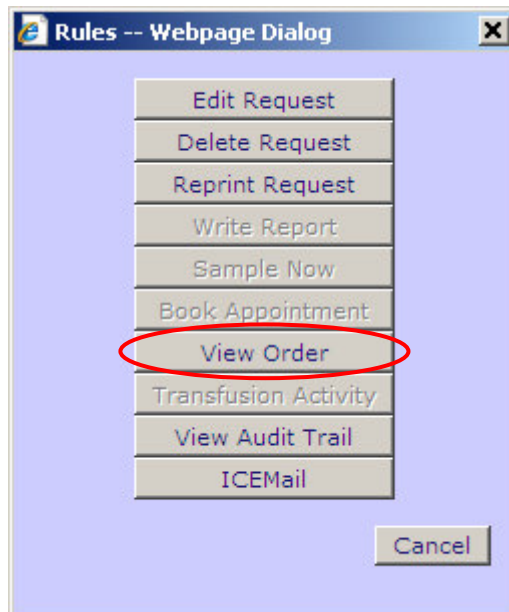
Select 'Deleted'.

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:

top - Windows Internet Explorer

Notepad

Patient Name: **MRS BRENDA ZZZINTERFACE** Hospital Number: **1592** Sex: **Female** << Back Admin Location
 Date of Birth: **08 June 1950** NHS Number: **404 197 1284** Edit Details User
 Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX** Telephone No: **02392469876** ICEMail Print Return to list

Patient Details

NHS Number: **404 197 1284**
 Hospital Number: **1592**
 Name: **mrs brenda zzzinterface**
 Date of Birth: **08 June 1950**
 Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX**

General Details

Username: **sleemannm**
 Bleep / Contact No:
 Requesting Consultant / GP: **(Specify in clinical details) zz Other Clinician (X8888888)**
 Location: **Admin Location**
 Clinical Details: **Testing clinical details**
 Priority: **Routine**
 Telephone Results: **No**
 ICEMail Results: **No**
 Category: **NHS**
 Requested Date/Time: **19 April 2012 17:18**
 Order Number: **2214873**

Additional Information

Examination(s) Requested

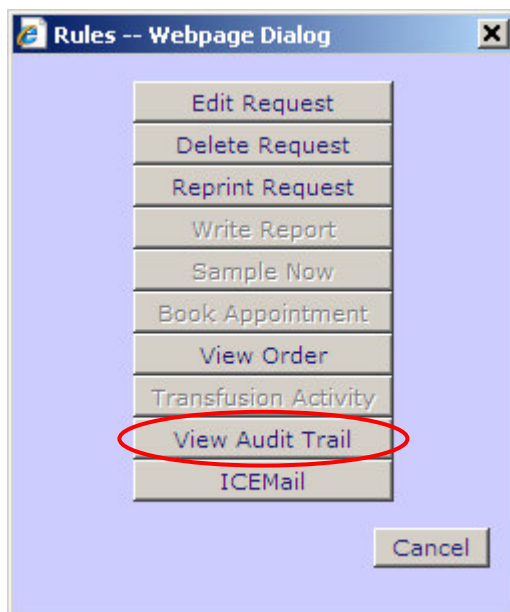
Glucose: fasting
Full blood count
TFT: on T4 replacement Thyroxine dose = 150 mg

Sample Details

Sample Number	Container Name	Status	Sample Collected Date	Collecting User	Reason
	EDTA, Purple 4mL	Pending	N/A	sleemannm	
	Serum (SST), Yellow 5mL	Pending	N/A	sleemannm	
	FL.Oxalate, Grey 2mL	Pending	N/A	sleemannm	

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:

Date	Username	Full Name	Action
19 Apr 2012 14:38:48	[REDACTED]	[REDACTED]	Requesting print made
19 Apr 2012 14:38:47	[REDACTED]	[REDACTED]	Requesting print made
19 Apr 2012 14:38:47	[REDACTED]	[REDACTED]	Request submitted

Print Close

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.

Internet Explorer - Windows Internet Explorer

Notepad

Patient Name: **MRS BRENDA ZZZINTERFACE** Hospital Number: **1592** Sex: **Female** << Back Admin Location
Date of Birth: **08 June 1950** NHS Number: **404 197 1284** Telephone No: **02392469876** Edit Details User:
Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX**

Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory.

General Details:

User: **sleemanm**

Bleep / Contact No:

Requesting Consultant / GP: **Select...**

Location: **Admin Location**

Global Clinical Details:

Category: **NHS**

Order Details:

↑ **Biochemistry**

Tests in this order: *Calcium analysis, stone*

☒ **I want to fill out specimen details later**

☒ **Print this order**

Priority: **Routine**

Sample collection options:

☒ **Place request now**

☐ **Place request now for collection on specific date**

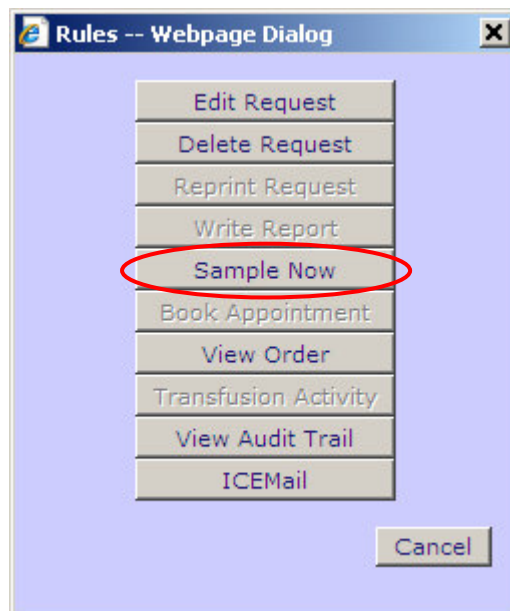
Danger of Infection (High Risk): ☐ **Yes** ☒ **No**

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:

The screenshot shows a web application window titled "top - Windows Internet Explorer". The patient information at the top includes: Patient Name: MRS BRENDA ZZZINTERFACE, Hospital Number: 1592, Sex: Female, Date of Birth: 08 June 1950, NHS Number: 404 197 1284, Address: 9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX, and Telephone No: 02392469876. The "General Details" section on the left lists: Username: sleemannm, Bleep / Contact No: (blank), Requesting Consultant / GP: Doctor Test (ICE1), Location: Admin Location, Clinical Details: ffg, Priority: Routine, Telephone Results: No, ICEMail Results: No, Category: NHS, and Sample Containers Required: 1 x. The "Additional Information" section is empty. The "Examination(s) Requested" section shows "Calculus analysis, stone". On the right, the "Biochemistry" section lists "Tests in this order: Calculus analysis, stone" and has a checked box for "Print this order". Under "Sample collection options", there are two radio buttons: "Place request now" (selected) and "Place request now for collection on specific date". At the bottom right, there are two buttons: "Accept Request" (circled in red) and "Cancel".

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.

Test requesting in EMIS LV using Sunquest ICE

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**

Services: **THE SURGERY, SWALLOWFIELD** User: **Powered by ICE**

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**

Services: **THE SURGERY, SWALLOWFIELD** User: **Powered by ICE**

< > 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.

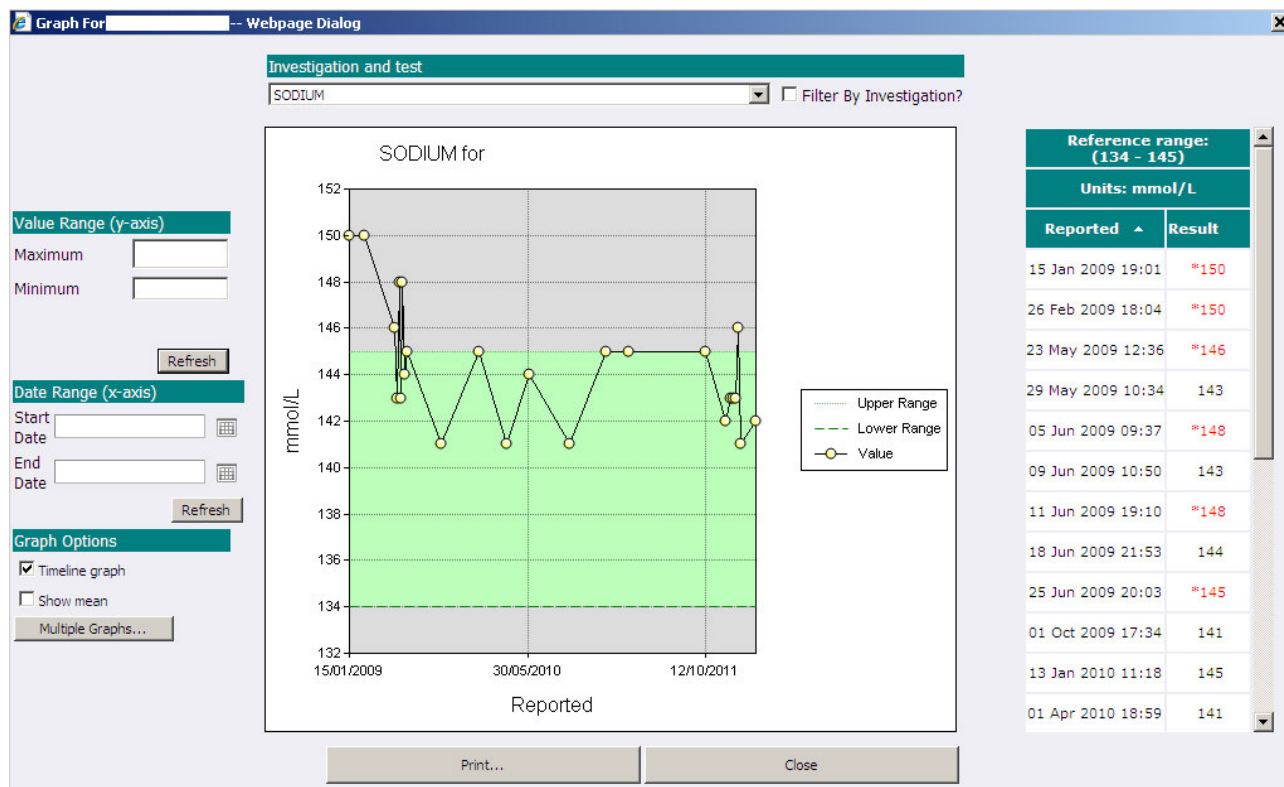
'Cumulative' allows you to view the cumulative results for the selected patient:

Date		<<	<	>	>>	Cumulative	Back	Print	Profile	Tests Only View
<input type="checkbox"/> 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
<input type="button" value="Graph"/> <input type="button" value="Print"/> <input type="button" value="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).

✖ 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

▼ **Services**

Requested	Collection	Investigations (Request Comments, Clinical Details)
13 Mar 2012 16:56		CRP
13 Mar 2012 16:54	13 Mar 2012 16:56	CRP-GP - C-reactive protein
23 Feb 2012 09:29		LIP-FAST-GP - Lipid: full fasting profile
09 Feb 2012 12:53		FASTING GL
09 Feb 2012 12:52		CRP, ESR
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
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 (On antibiotics?=No)
03 Feb 2012 13:59		LFT-GP - Liver profile
03 Feb 2012 13:58		mtb:other - Other, TB culture(Culture / TB Ix=TB investigations)
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 in info=), RBC units=2, RBC spec req=Requires CMV Neg)
03 Feb 2012 13:54		DATB - Direct antiglobulin test (DAT)
03 Feb 2012 13:53	03 Feb 2012	ABOAN - Blood group and screen booking bloods(EDD=22 Jul 2012) / FBCOBS - Full Blood Count Booking Bloods / HBOAN - Haemoglobinopathy Screen B

- 'Order Test'

Main requesting screen.

- 'Patient Report List'

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

- 'Patient Request List'

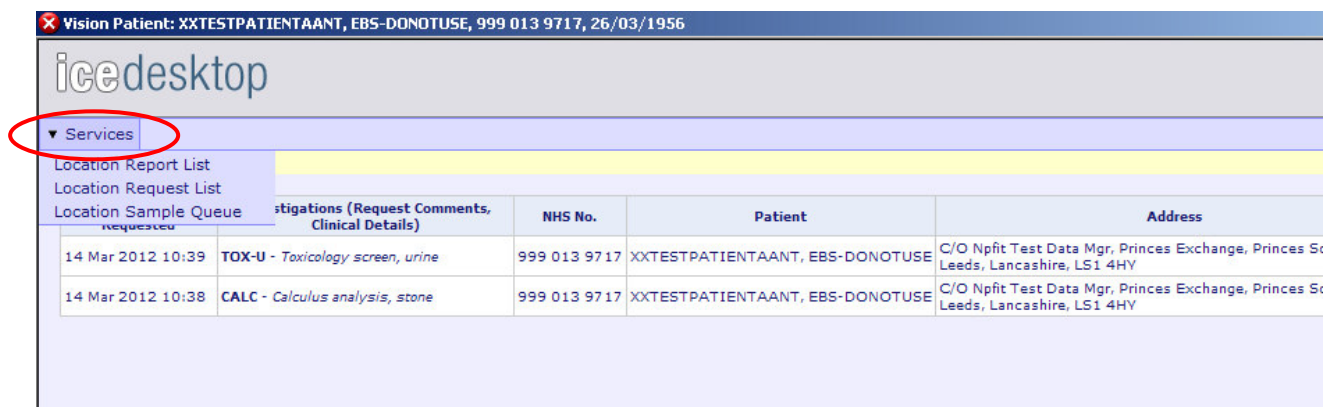
List of all requests placed for this patient (see 2 above).

- '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.



The screenshot shows the 'icedesktop' interface. At the top, a status bar reads: 'Vision Patient: XXTESTPATIENTAANT, EBS-DONOTUSE, 999 013 9717, 26/03/1956'. Below this is a navigation bar with a 'Services' menu item circled in red. To the left of the main table, a sidebar lists: 'Location Report List', 'Location Request List', and 'Location Sample Queue'. The main table displays test requests with the following columns: 'Investigations (Request Comments, Clinical Details)', 'NHS No.', 'Patient', and 'Address'.

	Investigations (Request Comments, Clinical Details)	NHS No.	Patient	Address
14 Mar 2012 10:39	TOX-U - Toxicology screen, urine	999 013 9717	XXTESTPATIENTAANT, EBS-DONOTUSE	C/O Npfit Test Data Mgr, Princes Exchange, Princes St, Leeds, Lancashire, LS1 4HY
14 Mar 2012 10:38	CALC - Calculus analysis, stone	999 013 9717	XXTESTPATIENTAANT, EBS-DONOTUSE	C/O Npfit Test Data Mgr, Princes Exchange, Princes St, Leeds, Lancashire, LS1 4HY

- '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 ‘ <i>Edit Request</i> ’	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 ‘ <i>Sample Now</i> ’	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*’