

Test requesting in EMIS Web 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
2.1	Viewing a collected request	20
2.2	Viewing and collecting a postponed test	21
3	Editing a request	23
3.1	Editing a request within EMIS Web	23
3.2	Editing a completed request in ICE through EMIS Web	24
4	Deleting a request	26
4.1	Deleting a test within ICE	27
5	Reprinting a request form	29
6	Viewing a summary of a request	31
7	Viewing the audit trail of a request	33

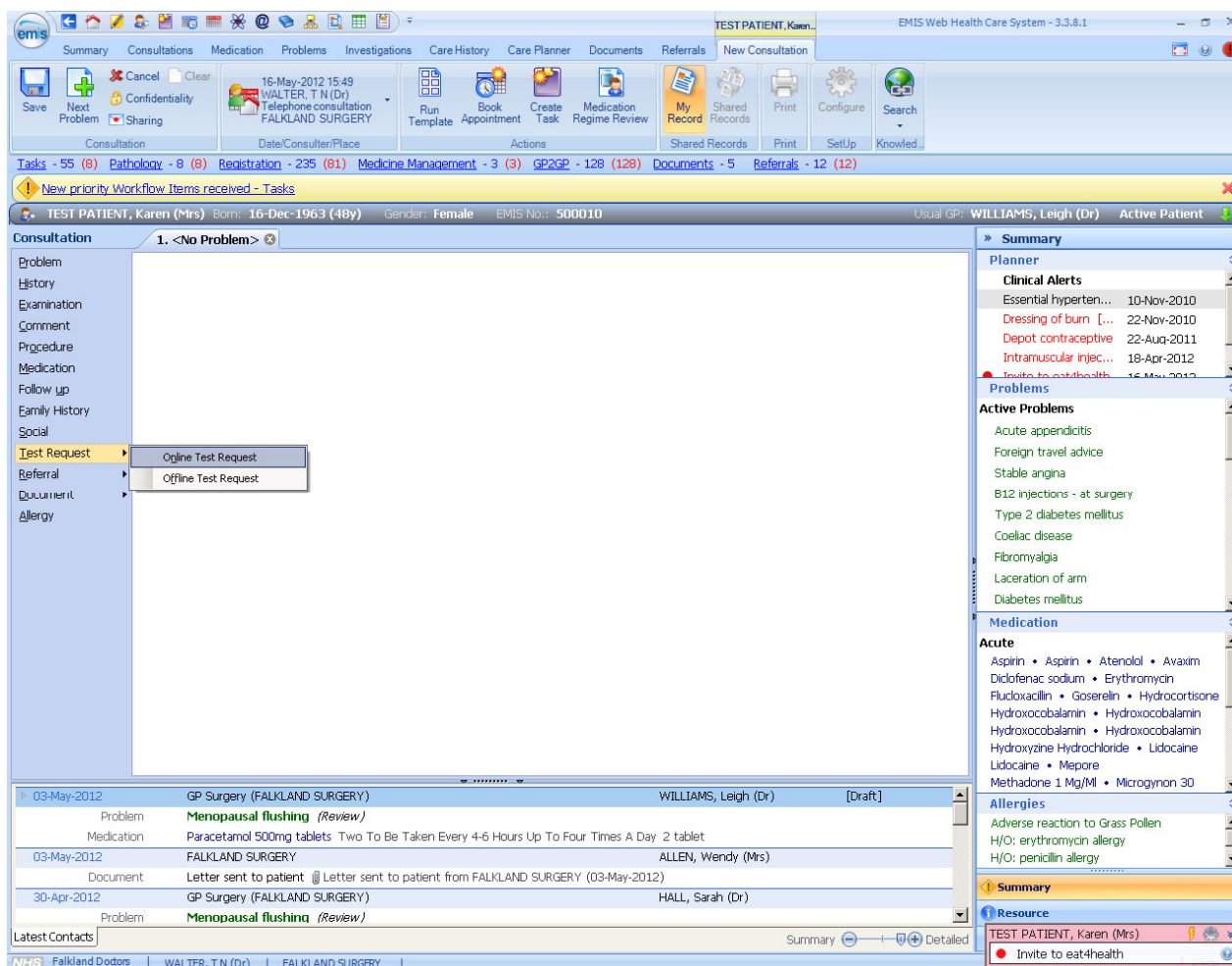
8	Viewing results	35
8.1.1	Viewing results for a specific patient in EMIS Web.....	36
8.1.2	Viewing results for a specific patient in ICE	36
8.1.3	ICE Report List	37
9	'Services' menu options in ICE.....	40
9.1	Patient 'Services' menu.....	40
9.2	Location / Surgery related services menu	41
9.2.1	The full sample list.....	41
9.2.2	The patient report list.....	42
9.2.3	Location 'Services' menu.	43
10	Appendix 1: Making a request - Quick guide	44
11	Appendix 2: Reprinting a request form - Quick guide.....	44
12	Appendix 3: Editing a request (Awaiting Sample in postponed state) - Quick guide.....	44
13	Appendix 4: Deleting a request - Quick guide.....	45
14	Appendix 5: Workflows	45
14.1	Placing requests in a postponed state and printing forms later.	45
14.2	Placing requests in a completed state and re-printing forms later if required.	46

1 Placing a request

Find the patient within EMIS Web in the usual manner.

Open a new consultation

Select 'Test Requests' and 'Online Test Request'



You may be asked for an online integration password:

The 'UserPassword' dialog box is shown. It has three input fields: 'Enter Username' with the value 'EC65', 'Enter Password' with masked characters, and 'Confirm Password' with masked characters. There is a checkbox labeled 'Enable User' which is checked. At the bottom are 'OK' and 'Cancel' buttons.

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 details are 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 shown: 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	
<input type="checkbox"/>	Alanine transaminase (ALT)
<input type="checkbox"/>	Gamma-glutamyl transferase
<input type="checkbox"/>	Lipid: full fasting profile
<input type="checkbox"/>	Glucose: fasting
<input type="checkbox"/>	Hepatitis B core antibody
<input type="checkbox"/>	Hepatitis C serology
<input type="checkbox"/>	Anti Nuclear Ab
<input type="checkbox"/>	Autoimmune Profile
<input type="checkbox"/>	Tissue Transglutaminase
<input type="checkbox"/>	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.

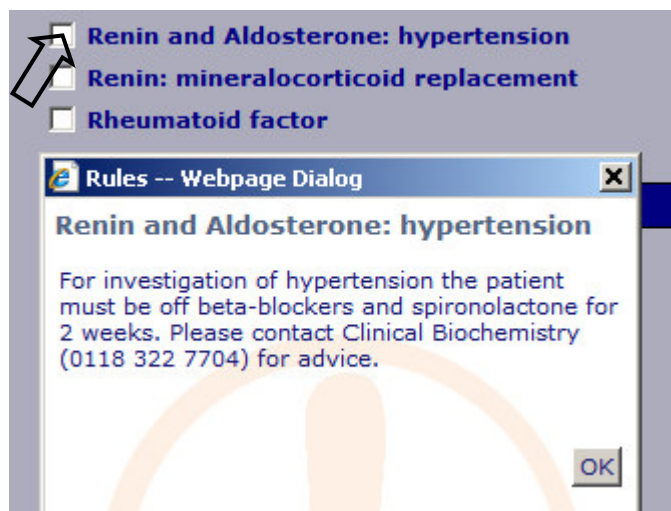
E.g. hovering over '*Urea & electrolytes profile*' brings up the following yellow help bar:

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.

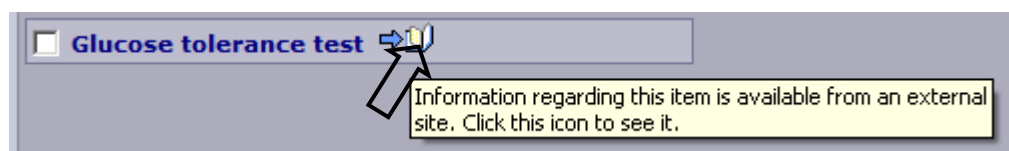
E.g. when selecting '*Renin and Aldosterone: hypertension*' the following pop-up box appears:



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

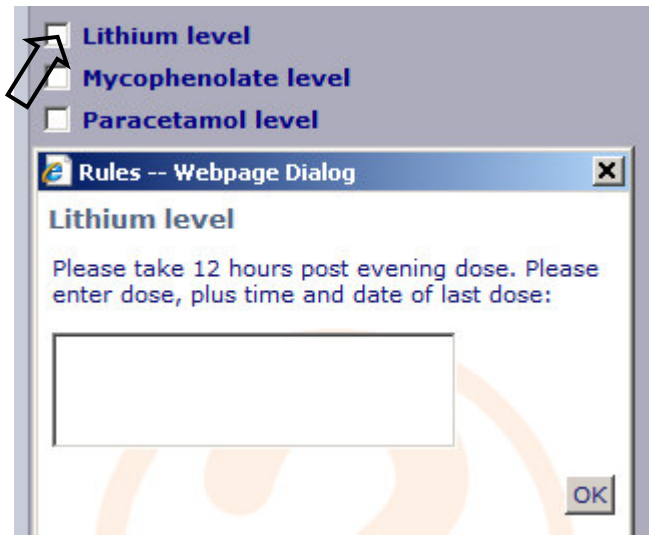
Sometimes when a test is selected a pop-up box appears, prompting you to consider whether this test needs to be requested so soon after a previous request. E.g.:



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 **SPECIALIST TRANSFUSION**

☐ Blood Group and Antibody Screen **Diagnostics**

☒ Issue Red Cells ☐ HLA Typing

☐ Direct Antiglobulin Test ☐ 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)

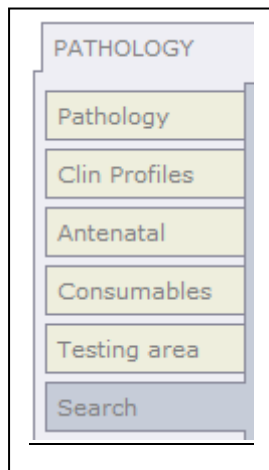
OK

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:

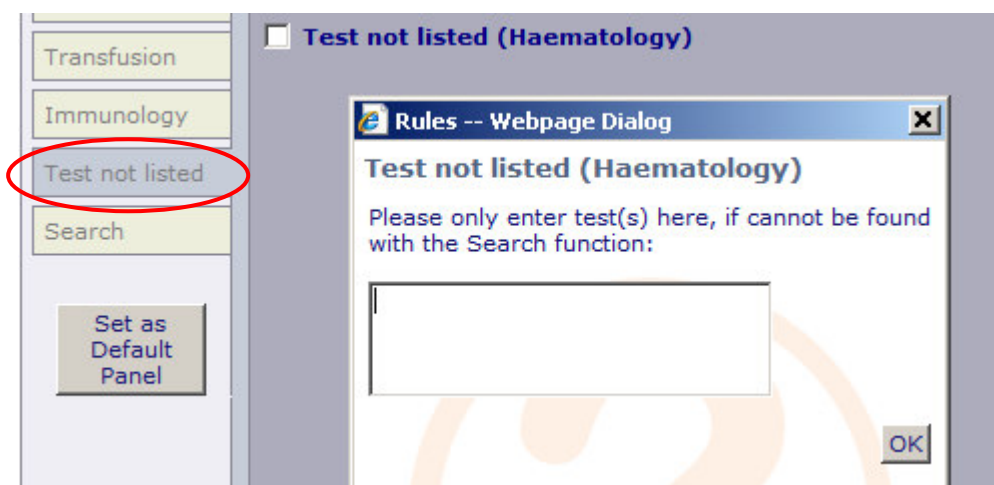
The appropriate test(s),

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 Web, these can be copied (using *Ctrl C*) and pasted into the consultation note in EMIS Web using windows 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

☐ I want to fill out specimen details later

☒ Print this order

Copy results to:  

Priority: Routine 

Sample collection options:

☒ Place request now

☐ Place request now for collection on specific date



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


Biochemistry and Haematology

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

☐ I want to fill out specimen details later

☒ Print this order

Copy results to:  

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:


Biochemistry and Haematology

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

☐ I want to fill out specimen details later

☒ Print this order

Copy results to:  

Priority: Routine 

Sample collection options:

☒ Place request now

☐ Place request now for collection on specific date

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

- *'I want to fill out specimen details later'*

Selecting this option puts the status of the sample in a postponed state. This places an order for an awaiting sample without printing out request forms. This is useful as it allows you add tests and have a separate phlebotomist collect the samples and print forms at a later date. Whether you decide to use this feature is dependant on your Practice workflow. Please see Section 2.2 and appendix 15.

- *'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.

Please note that although the result is similar to the above option, *'I want to fill out specimen details later'*, the sample has a completed status and cannot be subsequently edited or added too through EMIS Web.

- *'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: [Dropdown menu open showing list of consultants]

Priority:

Sample collection

☐ Place request

☐ Place request specific date

Danger of Infection

Consultants list (selected: ALI (Psychiatry), DR Z):

- 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 Surname (partial)

☐ 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:

Priority:

Sample collection:

☒ Place request on specific date

☐ Place request on specific date

Danger of Infection:

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
 Test, Doctor
 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:*

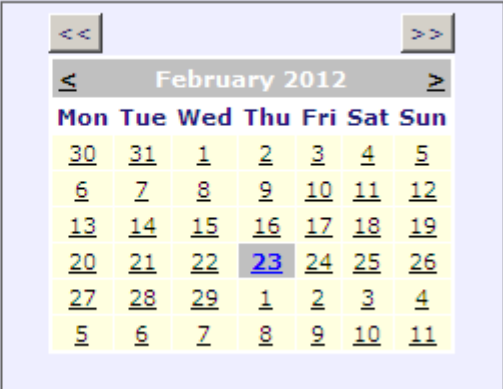
In each case the request will be placed. The second option enables a date for specimen collection to be displayed on the request form, for the information of the patient.

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) ☐ **x** 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 request management. At the top, there are input 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 checkboxes for 'Print this order' and 'Sample collection options' (with radio buttons for 'Place request now' and 'Place request now for collection on specific date'). A 'Priority:' dropdown is set to 'Routine'. At the bottom right, there is a 'Danger of Infection (High Risk):' section with 'Yes' and 'No' radio buttons. The bottom of the screen features three buttons: 'More Tests', 'Accept Request', and 'Review'.

- *'More Tests'*

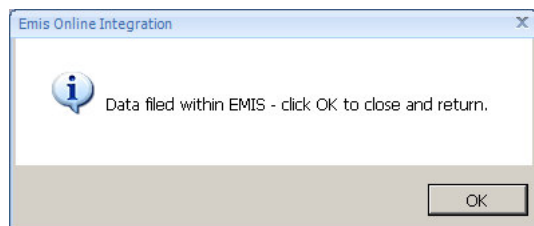
This allows you to go back and change the tests selected.

- *'Accept Request'*

This places the request and brings up:

The screenshot shows a confirmation screen with a large orange-bordered box containing the text 'Your request is being processed...' and a large exclamation mark icon. Below this, there is a yellow 'Proceed' button. Underneath the button, a red text message states: 'IMPORTANT: Ensure that the order has been printed, before pressing PROCEED button'. Below this is a green 'Reprint' button. At the bottom, a green text message explains: 'If you need to re-print this request (for example, if you experienced printer problems on the automatic print) then click on the 'Reprint' button to get another print before proceeding.'

After the forms have printed, a message box displays



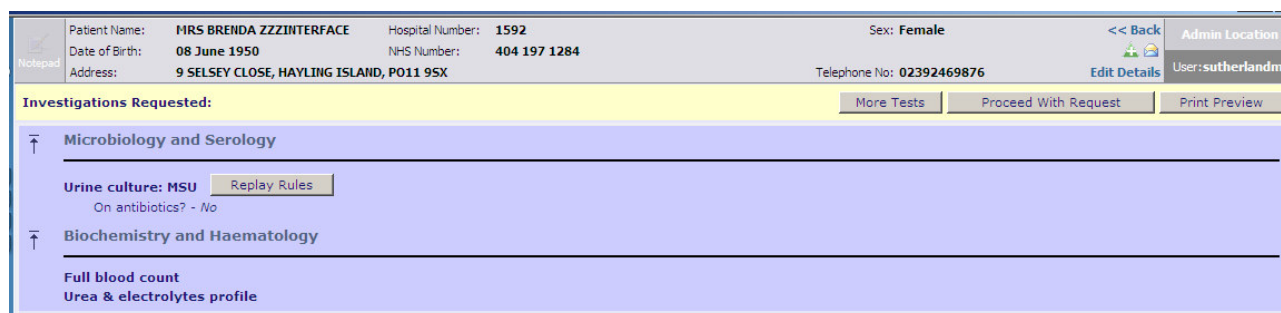
Click OK to close and return.

- **‘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

There are a number of places that requests on patients can be viewed depending if the sample is in a postponed or collected state.

2.1 Viewing a collected request

If a request is in a completed state (i.e. not postponed) previous requests can be seen within the Care Planner.

The 'Completed Tasks' Tab details that the whole request is complete.

[illegible]

Completed Test Requests gives specific information regarding individual tests.

EMIS Web Health Care System - 3.3.8.1

Summary Consultations Medication Problems Investigations Care History **Care Planner** Documents Referrals

Edit Delete Use Auto-Template Current Items Past Appointments Completed Tasks Completed Test Requests My Record Shared Records Print CR Config

Add/Edit Actions View Shared Records Print Config

Tasks - 54 (8) Pathology - 8 (8) Registration - 235 (81) Medicine Management - 3 (3) GP2GP - 128 (128) Documents - 5 Referrals - 12 (12)

New priority Workflow Items received - Tasks

TEST PATIENT, Karen (Mrs) Born: 16-Dec-1963 (48y) Gender: Female EMIS No.: 500010 Usual GP: WILLIAMS, Leigh (Dr) Active Patient

I	Date	Item	Details	Status	Action
	16-May-2012	Test request : Other, TB culture	Lab Order Reference: 660-2267030-M	Request Complete	
	16-May-2012	Test request : Direct antiglobulin test (DAT)	Lab Order Reference: 659-2267028-B	Request Complete	
	16-May-2012	Test request : Issue red cells	Lab Order Reference: 658-2267026-B	Request Complete	
	16-May-2012	Test request : Blood group and antibody screen	Lab Order Reference: 658-2267026-B	Request Complete	
	16-May-2012	Test request : Antenatal serology	Lab Order Reference: 656-2267024-M	Request Complete	
	16-May-2012	Test request : Full Blood Count Booking Bloods	Lab Order Reference: 657-2267025-B	Request Complete	
	16-May-2012	Test request : Haemoglobinopathy Screen Book	Lab Order Reference: 657-2267025-B	Request Complete	
	16-May-2012	Test request : Blood group and screen booking	Lab Order Reference: 657-2267025-B	Request Complete	
	16-May-2012	Test request : Extended INR investigations	Lab Order Reference: 655-2266909-B	Request Complete	
	16-May-2012	Test request : Folate/Vitamin B12 profile	Lab Order Reference: 651-2266903-B	Request Complete	
	16-May-2012	Test request : Porphyrin levels, blood	Lab Order Reference: 651-2266903-B	Request Complete	
	16-May-2012	Test request : Calcium adjusted	Lab Order Reference: 651-2266903-B	Request Complete	
	16-May-2012	Test request : Glucose: fasting	Lab Order Reference: 651-2266903-B	Request Complete	
	16-May-2012	Test request : Full blood count	Lab Order Reference: 651-2266903-B	Request Complete	

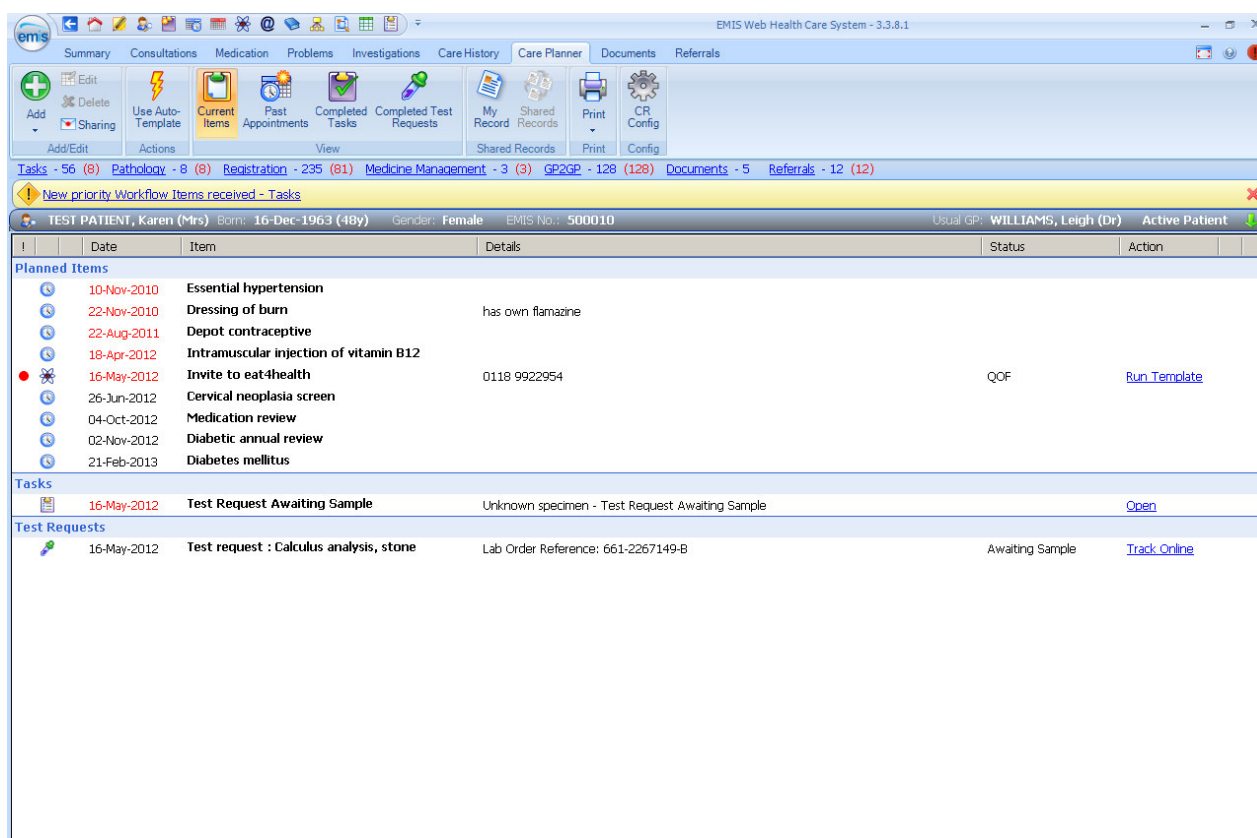
2.2 Viewing and collecting a postponed test.

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*'. (Section 1.5.5)

Tests that are awaiting collection can be viewed from within the Care Planner tab under 'Current Items' and the Tasks section. The specific items within the test request will then be listed below in the 'Test Request' section with a [Track Online](#) action and an Awaiting Sample Status.



The screenshot shows the EMIS Web Health Care System interface. The top navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Care Planner, Documents, and Referrals. The Care Planner tab is active, showing a list of tasks and test requests. The patient's details are displayed at the top: TEST PATIENT, Karen (Mrs), Born: 16-Dec-1963 (48y), Gender: Female, EMIS No.: 500010, Usual GP: WILLIAMS, Leigh (Dr), Active Patient.

The 'Planned Items' section lists various medical tasks and appointments, including 'Essential hypertension', 'Dressing of burn', 'Depot contraceptive', 'Intramuscular injection of vitamin B12', 'Invite to eat4health', 'Cervical neoplasia screen', 'Medication review', 'Diabetic annual review', and 'Diabetes mellitus'.

The 'Tasks' section shows a task for 'Test Request Awaiting Sample' with a status of 'Unknown specimen - Test Request Awaiting Sample' and a link to 'Open'.

The 'Test Requests' section shows a test request for 'Calculus analysis, stone' with a status of 'Awaiting Sample' and a link to 'Track Online'.

To collect the sample click [Track Online](#). Depending on the number of requests that share the same Lab Order Reference Number you will enter the General Details Request Screen

Test requesting in EMIS Web using Sunquest ICE

Online TestRequest

Patient Name: **Mr James Bond** Hospital Number: **ICE176511** Sex: **Male**
 Date of Birth: **01 January 1941** NHS Number: **No NHS Number**
 Address: **The Mansion House, High Street, Hertford, Hertfordshire** Telephone No:

THE BELL SURGERY, HENLEY
 User: G8302690
 Powered by ICE

▼ Services

General Details

Username: **G8302690**
 Bleep / Contact No:
 Requesting Consultant / GP: **DR ELIZABETH COLLETT (ICE64)**
 Location: **THE BELL SURGERY, HENLEY**
 Clinical Details: **test**
 Priority: **Routine**
 Telephone Results: **No**
 ICEMail Results: **No**
 Category: **NHS**
 Sample Containers Required: **1 x**

Additional Information

Examination(s) Requested

Calculus analysis, stone

Biochemistry

Tests in this order: *Calculus analysis, stone*

☒ Print this order

Sample collection options:

☒ Place request now

☐ Place request now for collection on specific date

Accept Request

Postponed requests can also be viewed within the workflow tab. The Test request section within the Global View details samples that are awaiting collection. These requests can then be edited (See section 3)

EMIS Web Health Care System - 3.3.7.1

Workflow Manager

Workflow View | Config | Add Note | View History | Print | Sample Queue | Report List | Open Test Request | Sample Test Request | Edit Test Request | Delete Test Request

Tasks - 5 (1) Pathology - 5 (1) Registration - 136 (41) GP2GP - 11 (11) Referrals - 3 (3)

BOND, James (Mr) Preferred: Bond Born: 01-Jan-1941 (71y) Gender: Male EMIS No.: 500002 Usual GP: COLLETT, E C (Dr) 1295 Active Patient

Global View	Sample Due	Patient	Specimen	Type
Tasks 59,8	22-May-2012	BOND, James (Mr)	Unknown specimen	Online
Pathology 54,26	22-May-2012	BOND, James (Mr)	Unknown specimen	Online
Registration 136,41				
Medicine Management 0,0				
GP2GP 82,82				
Document Management 0,0				
Referral Management 134,134				
Test Requests 2,0				

Unknown specimen - Test Request Awaiting Sample

COLLETT, E C (Dr)
 Sent: 22-May-2012 13:44
 To: COLLETT, E C (Dr)

4 **Biochemistry - Unknown specimen**
 Test request : Calculus analysis, stone

Inbox

Awaiting Sample (2, 0)
 Pending Results
 Completed

3 Editing a request

Please note that requests can only be edited within EMIS Web when they are in a postponed state. If a request is completed in EMIS Web but you wish to edit it and believe it has not reached the laboratory please see Section 3.2

3.1 Editing a request within EMIS Web

The Workflow Manager allows the viewing of many aspects of patient care. Within the global view section is the menu 'Test Requests'. This contains an inbox that categorises the sample status. Any test in a postponed state will appear in the Awaiting Sample inbox folder, whilst those that are collected will be within the Request Complete.

Select the test from the Awaiting Sample section and click Edit Test Request. The ICE request page loads with the requests test choices. Select or deselect the required boxes and complete the request as normal. The updated information will be written back into EMIS Web.

The screenshot displays the EMIS Web Health Care System - 3.3.7.1 interface. The top navigation bar includes 'Workflow Manager' and 'View History'. The main content area shows a patient's test requests. The patient is BOND, James (Mr), born 01-Jan-1941 (71y), gender Male, EMIS No.: 500002, Usual GP: COLLETT, E C (Dr), and is an Active Patient.

Sample Due	Patient	Specimen	Type
22-May-2012	BOND, James (Mr)	Unknown specimen	Online
22-May-2012	BOND, James (Mr)	Unknown specimen	Online

Unknown specimen - Test Request Awaiting Sample

COLLETT, E C (Dr)

Sent: 22-May-2012 13:44

To: COLLETT, E C (Dr)

Biochemistry - Unknown specimen

Test request : Calculus analysis, stone

☐ Urgent ☐ Fasted ☐ Inoculation Risk

Clinical Details

test

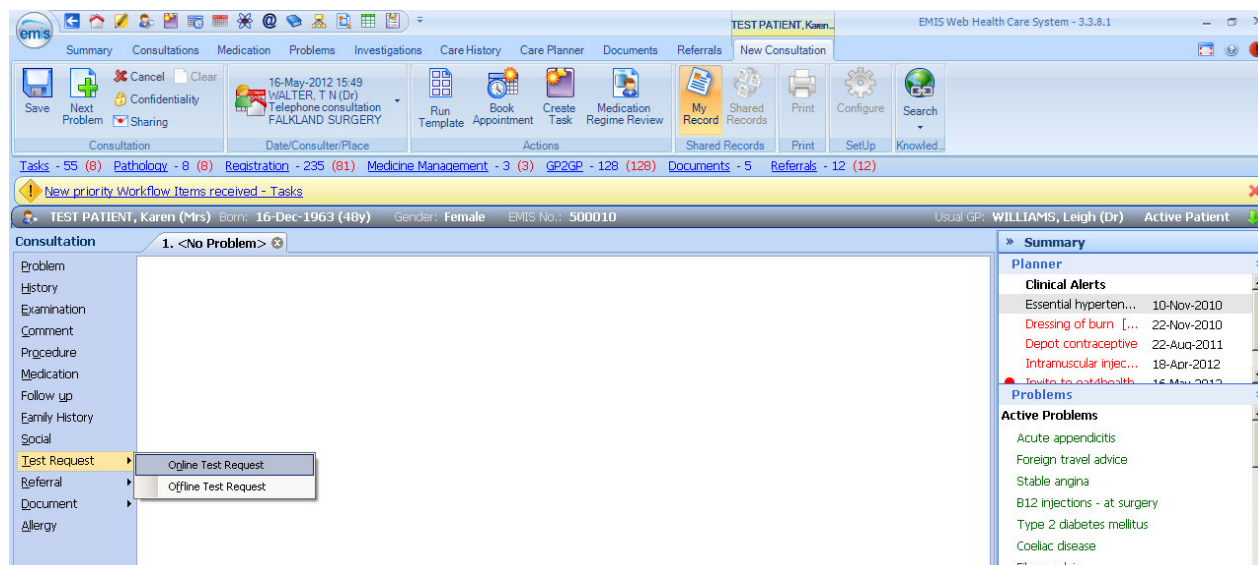
Sample Due - 22-May-2012

The left sidebar shows the 'Global View' with a list of tasks and their counts: Tasks (59,8), Pathology (54,26), Registration (136,41), Medicine Management (0,0), GP2GP (82,82), Document Management (0,0), Referral Management (134,134), and Test Requests (2,0). The 'Test Requests' section is expanded, showing 'Awaiting Sample (2, 0)', 'Pending Results', and 'Completed'.

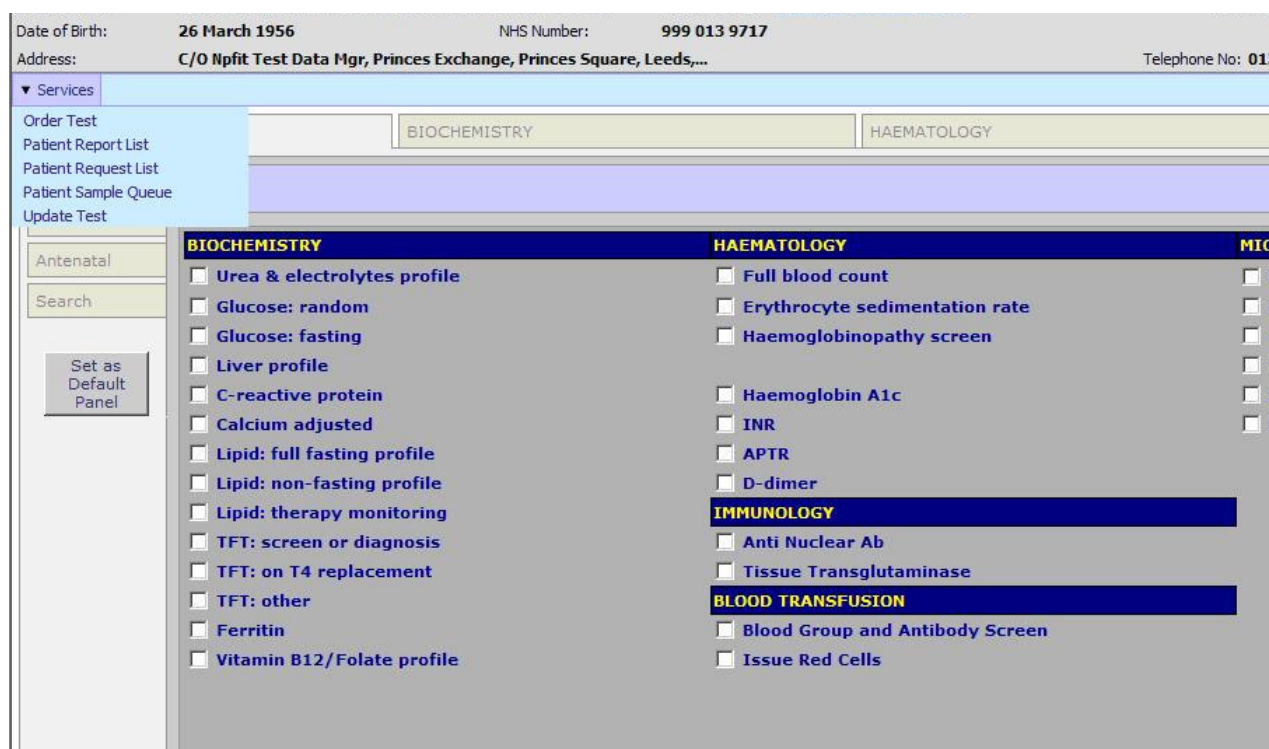
3.2 Editing a completed request in ICE through EMIS Web

Once ICE sample request forms have printed EMIS Web completes the test request changing the status. At this stage it can no longer be edited directly through EMIS Web, however, it is still possible to amend the tests through ICE.

From within consultation mode enter ICE by requesting a new 'Online Test Request'. The ICE requesting screen will load.



Ignore the requesting section and select Patient Request List from the drop down Services Menu below the patient demographics banner.



The Patient Request List displays in reverse chronological order with the newest request at the top.

ktop - Windows Internet Explorer

Notepad

Patient Name:

MRS BRENDA ZZZINTERFACE

Date of Birth:

08 June 1950

Address:

9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX

Hospital Number:

1592

NHS Number:

404 197 1284

Sex:

Female

Telephone No:

02392469876

<< Back

Admin Location

Edit Details

User: dentond

Requests By Patient:

Status: [ALL] (excludes deleted requests)

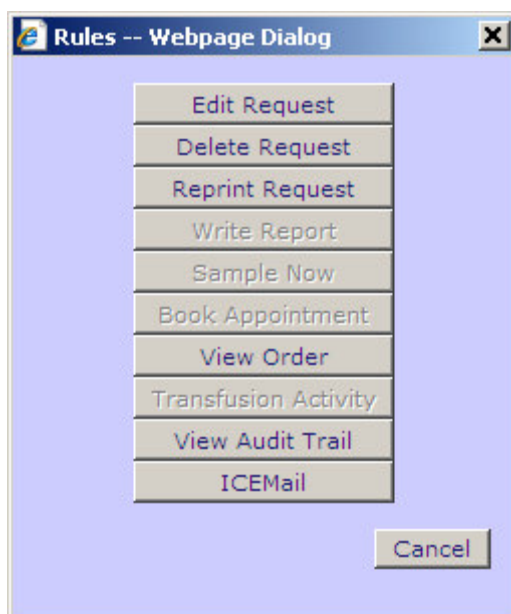
Sample type: [All sample types]

Sample Status: [Show All]

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
27 Jun 2012 14:00		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =25 May 2012), Previous test date known? =Yes(Previous test: =27 Jun 2009, Previous details: =Negative result.), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Eileen)	ZZZ	parnelle	REQ
27 Jun 2012 13:27		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =21 Jun 2012), Previous test date known? =Yes(Previous test: =27 Jun 2011, Previous details: =Testing), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =1. Pregnant, Smear taker: =test1)	ZZZ	sleemanm	REQ
26 Jun 2012 11:20		H - Full blood count	ZZZ	dentond	REQ
26 Jun 2012 11:19		U - Urea & electrolytes profile	ZZZ	dentond	REQ
13 Jun 2012 12:19		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 12:18		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 12:14		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:50		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:40		SMALL BOWEL - Small Bowel histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		DUO - Duodenum histology(Duodenum- No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		OES - Oesophagus histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 10:37		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =No(LMP info =yes), Previous test date known? =No, Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =e)	ZZZ	parnelle	REQ
13 Jun 2012 09:54		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:54		DUO - Duodenum histology(Duodenum- No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:53		UNKNOWN - Other non-gynae cytology(=Synovial Fluid Right knee, No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:52		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =Yes(LMP date: =31 May 2012), Previous test date known? =Yes(Previous test: =13 Jun 2009, Previous details: =Routine), Reason for LBC: =2. Routine Recall, Type of LBC: =1. Cervical LBC, Patient condition: =3. IUCD Fitted, Smear taker: =Nurse Eileen)	ZZZ	parnelle	REQ
13 Jun 2012 09:38		URINE - Urine non-gynae cytology	ZZZ	parnelle	REQ
13 Jun 2012 09:37		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =Yes(LMP date: =31 May 2012), Previous test date known? =Yes(Previous test: =13 Jun 2009, Previous details: =NA), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =e)	ZZZ	parnelle	REQ
12 Jun 2012 11:34		CX - Cervical cytology(Date LBC taken: =12 Jun 2012, LMP known: =Yes(LMP date: =09 May 2012), Previous test date known? =Yes(Previous test: =12 Jun 2009, Previous details: =NA), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Nurse Eileen)	ZZZ	parnelle	REQ

The Investigations are grouped as sample types. Left-click on the sample type you would like to edit the requests on.

A pop-up dialogue box appears



From this you can choose 'Edit Request' and amend the tests required. Complete the request as normal and the updated information will be written back into EMIS Web.

4 Deleting a request

Requests can be deleted in a postponed or completed status within EMIS Web. The Delete Test Request option can be found in the Workflow Manager

The screenshot shows the EMIS Web Health Care System interface. The top toolbar includes a 'Delete Test Request' button. The left sidebar shows a task list with categories like 'Tasks', 'Pathology', 'Registration', 'Medicine Management', 'GP2GP', 'Document Management', 'Referral Management', 'Test Requests', and 'Inbox'. The main content area displays a table of test requests for patient BOND, James (Mr). The table has columns for 'Sample Due', 'Patient', and 'Specimen'. Below the table, there is a detailed view of a test request for 'Biochemistry - Unknown specimen' with fields for 'Urgent', 'Fasted', 'Inoculation Risk', 'Clinical Details', and 'Sample Due'.

Sample Due	Patient	Specimen
22-May-2012	BOND, James (Mr)	Unknown specimen
22-May-2012	BOND, James (Mr)	Unknown specimen

Unknown specimen - Test Request Awaiting Sample
COLLETT, E C (Dr)
Sent: 22-May-2012 13:44
To: COLLETT, E C (Dr)

Biochemistry - Unknown specimen
Test request : Calculus analysis, stone

☐ Urgent ☐ Fasted ☐ Inoculation Risk

Clinical Details: test

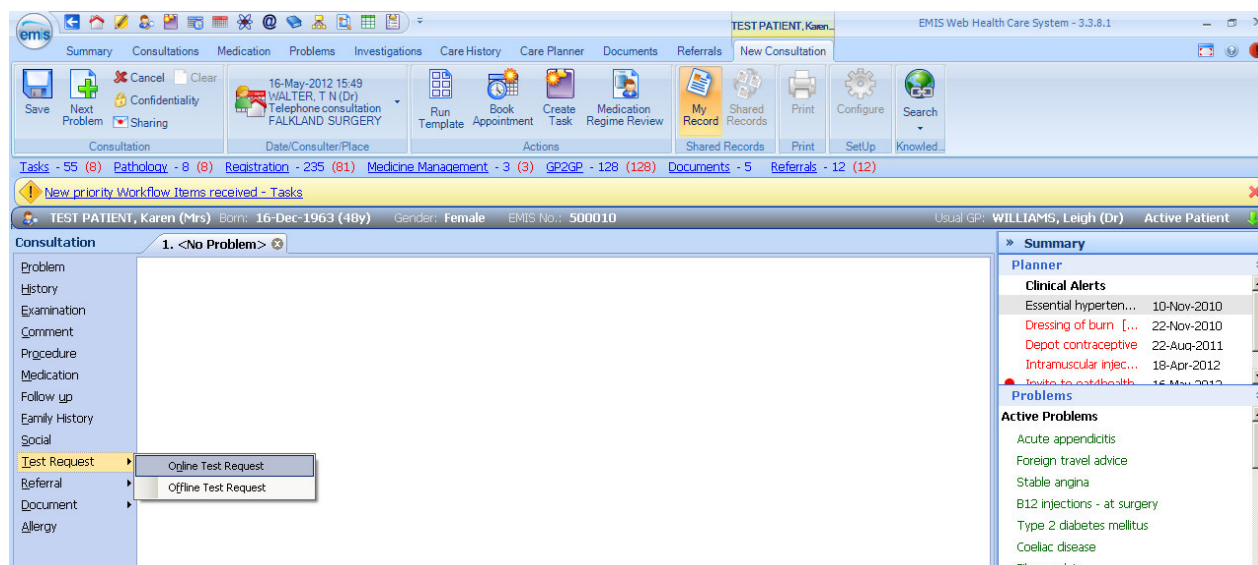
Sample Due - 22-May-2012

Type in reason for deletion if asked. This will remove the test request from the workflow manager and the care planner BUT will not remove it from ICE.

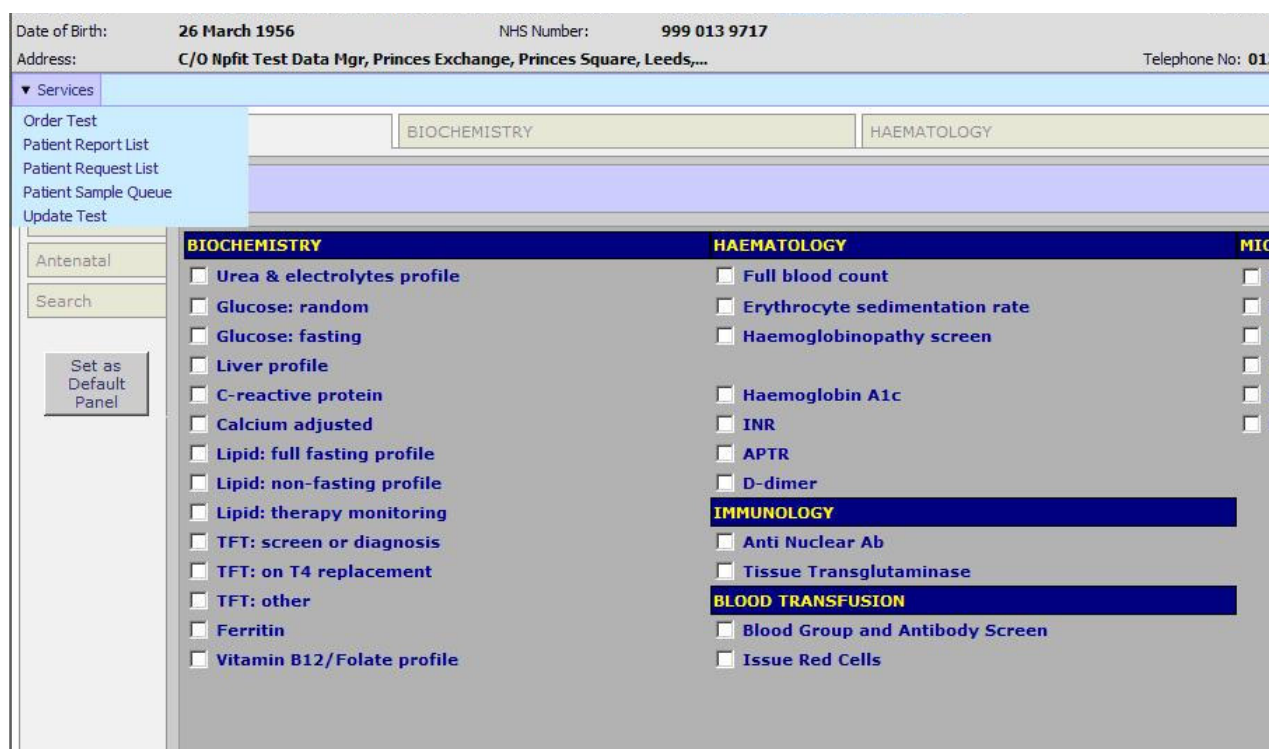
4.1 Deleting a test within ICE

If you use the patient and location based patient requests lists it may be beneficial to delete the request in ICE to keep the lists accurate and up to date.

From within consultation mode enter ICE by requesting a new 'Online Test Request'. The ICE requesting screen will load.



Ignore the requesting section and select Patient Request List from the drop down Services Menu below the patient demographics banner.



The Patient Request List displays in reverse chronological order with the newest request at the top.

ktop - Windows Internet Explorer

Notepad

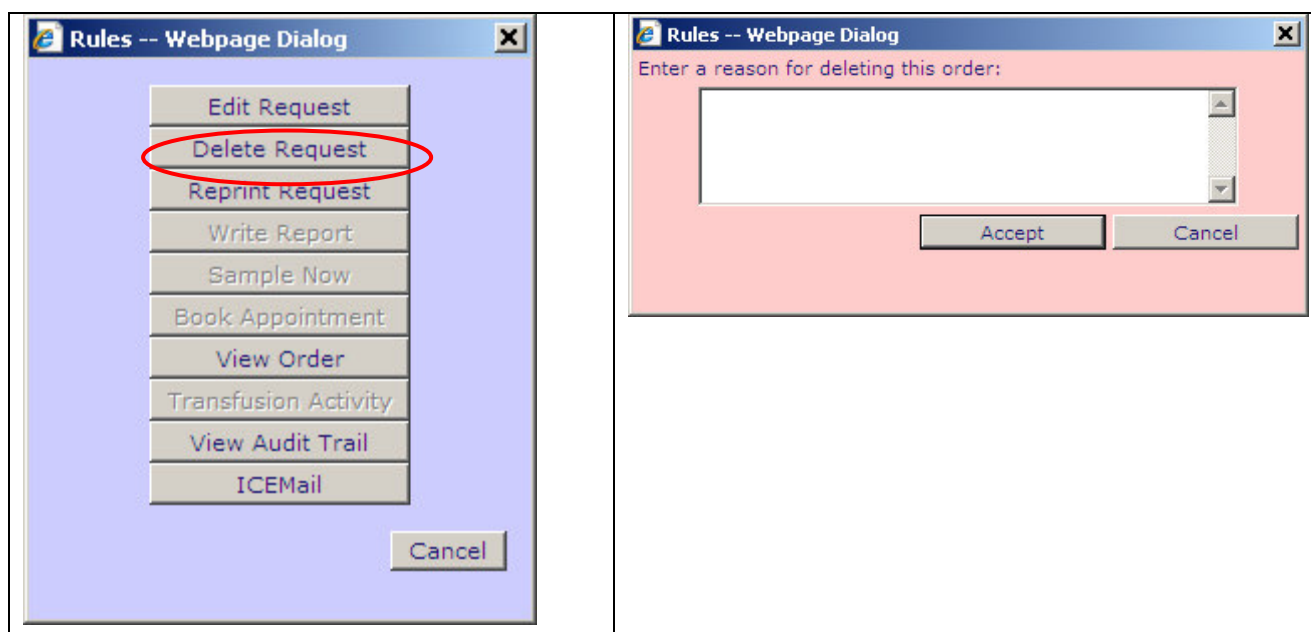
Patient Name: **MRS BRENDA ZZZINTERFACE** Hospital Number: **1592** Sex: **Female** << Back Admin Location
Date of Birth: **08 June 1950** NHS Number: **404 197 1284** Edit Details User: dentond
Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX** Telephone No: **02392469876**

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
27 Jun 2012 14:00		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =25 May 2012), Previous test date known? =Yes(Previous test: =27 Jun 2009, Previous details: =Negative result.), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Eileen)	ZZZ	parnelle	REQ
27 Jun 2012 13:27		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =21 Jun 2012), Previous test date known? =Yes(Previous test: =27 Jun 2011, Previous details: =Testing), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =1. Pregnant, Smear taker: =test1)	ZZZ	sleemanm	REQ
26 Jun 2012 11:20		H - Full blood count	ZZZ	dentond	REQ
26 Jun 2012 11:19		U - Urea & electrolytes profile	ZZZ	dentond	REQ
13 Jun 2012 12:19		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 12:18		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 12:14		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:50		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:40		SMALL BOWEL - Small Bowel histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		DUO - Duodenum histology(Duodenum- No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		OES - Oesophagus histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 10:37		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =No(LMP info: =yes), Previous test date known? =No, Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =e)	ZZZ	parnelle	REQ
13 Jun 2012 09:54		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:54		DUO - Duodenum histology(Duodenum- No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:53		UNKNOWN - Other non-gynae cytology(=Synovial Fluid Right knee, No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:52		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =Yes(LMP date: =31 May 2012), Previous test date known? =Yes(Previous test: =13 Jun 2009, Previous details: =Routine), Reason for LBC: =2. Routine Recall, Type of LBC: =1. Cervical LBC, Patient condition: =3. IUCD Fitted, Smear taker: =Nurse Eileen)	ZZZ	parnelle	REQ
13 Jun 2012 09:38		URINE - Urine non-gynae cytology	ZZZ	parnelle	REQ
13 Jun 2012 09:37		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =Yes(LMP date: =31 May 2012), Previous test date known? =Yes(Previous test: =13 Jun 2009, Previous details: =NA), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =e)	ZZZ	parnelle	REQ
12 Jun 2012 11:34		CX - Cervical cytology(Date LBC taken: =12 Jun 2012, LMP known: =Yes(LMP date: =09 May 2012), Previous test date known? =Yes(Previous test: =12 Jun 2009, Previous details: =NA), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Nurse Eileen)	ZZZ	parnelle	REQ

The Investigations are grouped as sample types. Left-click on the sample type you would like to delete the requests on.

A pop-up dialogue box appears

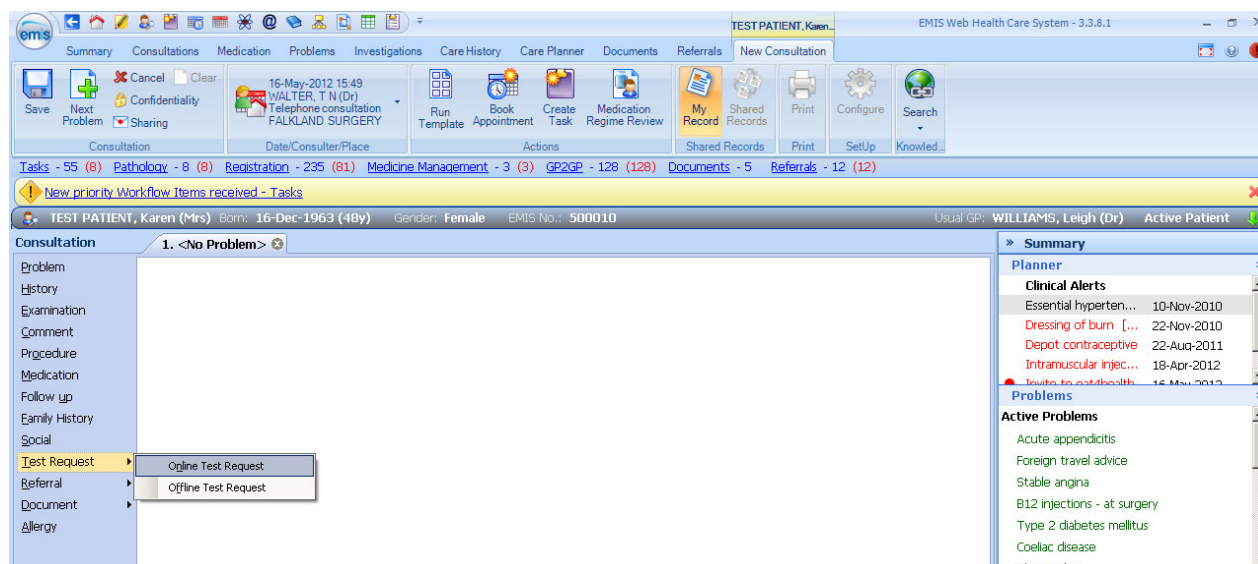


From this you can choose 'Delete Request' and amend the tests required.

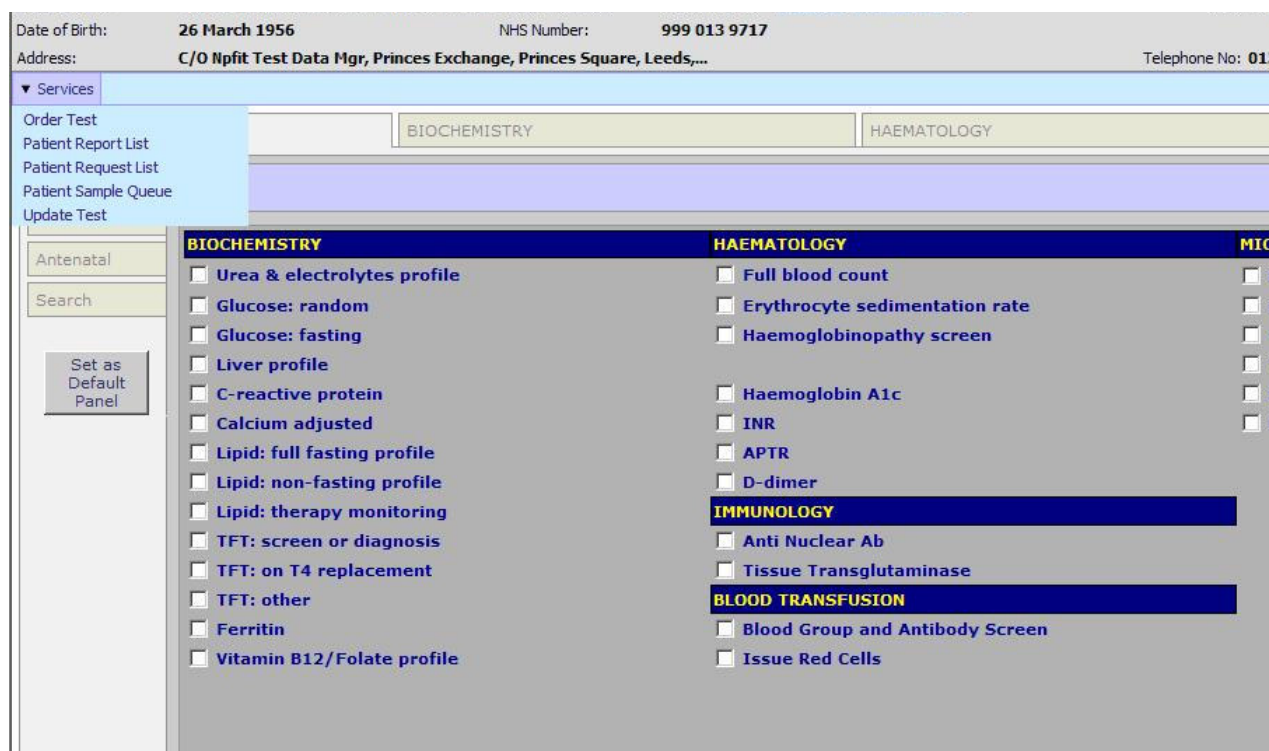
Please provide a reason for deleting the request then select 'Accept':

5 Reprinting a request form

From within consultation mode enter ICE by requesting a new 'Online Test Request'. The ICE requesting screen will load.



Ignore the requesting section and select Patient Request List from the drop down Services Menu below the patient demographics banner.



The Patient Request List displays in reverse chronological order with the newest request at the top.

ktop - Windows Internet Explorer

Notepad

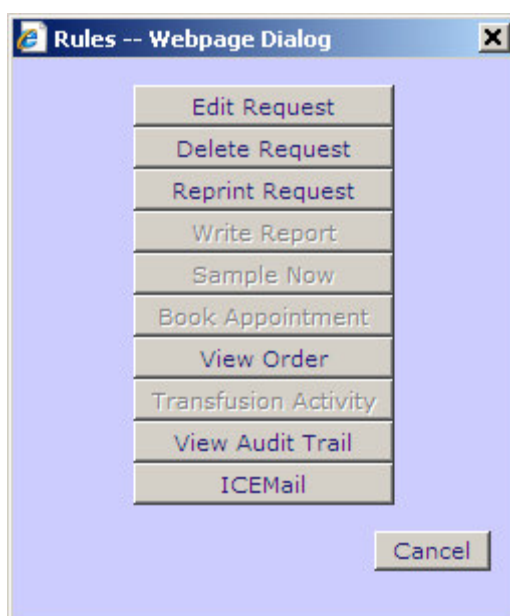
Patient Name: **MRS BRENDA ZZZINTERFACE** Hospital Number: **1592** Sex: **Female** << Back Admin Location
 Date of Birth: **08 June 1950** NHS Number: **404 197 1284** Edit Details User: dentond
 Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX** Telephone No: **02392469876**

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
27 Jun 2012 14:00		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =25 May 2012), Previous test date known? =Yes(Previous test: =27 Jun 2009, Previous details: =Negative result.), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Eileen)	ZZZ	parnelle	REQ
27 Jun 2012 13:27		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =21 Jun 2012), Previous test date known? =Yes(Previous test: =27 Jun 2011, Previous details: =Testing), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =1. Pregnant, Smear taker: =test1)	ZZZ	sleemanm	REQ
26 Jun 2012 11:20		H - Full blood count	ZZZ	dentond	REQ
26 Jun 2012 11:19		U - Urea & electrolytes profile	ZZZ	dentond	REQ
13 Jun 2012 12:19		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 12:18		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 12:14		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:50		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:40		SMALL BOWEL - Small Bowel histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		DUO - Duodenum histology(Duodenum- No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		OES - Oesophagus histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 10:37		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =No(LMP info: =yes), Previous test date known? =No, Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =e)	ZZZ	parnelle	REQ
13 Jun 2012 09:54		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:54		DUO - Duodenum histology(Duodenum- No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:53		UNKNOWN - Other non-gynae cytology(=Synovial Fluid Right knee, No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 09:52		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =Yes(LMP date: =31 May 2012), Previous test date known? =Yes(Previous test: =13 Jun 2009, Previous details: =Routine), Reason for LBC: =2. Routine Recall, Type of LBC: =1. Cervical LBC, Patient condition: =3. IUCD Fitted, Smear taker: =Nurse Eileen)	ZZZ	parnelle	REQ
13 Jun 2012 09:38		URINE - Urine non-gynae cytology	ZZZ	parnelle	REQ
13 Jun 2012 09:37		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =Yes(LMP date: =31 May 2012), Previous test date known? =Yes(Previous test: =13 Jun 2009, Previous details: =NA), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =e)	ZZZ	parnelle	REQ
12 Jun 2012 11:34		CX - Cervical cytology(Date LBC taken: =12 Jun 2012, LMP known: =Yes(LMP date: =09 May 2012), Previous test date known? =Yes(Previous test: =12 Jun 2009, Previous details: =NA), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Nurse Eileen)	ZZZ	parnelle	REQ

The Investigations are grouped as sample types. Left-click on the sample type you would like to reprint the requests on.

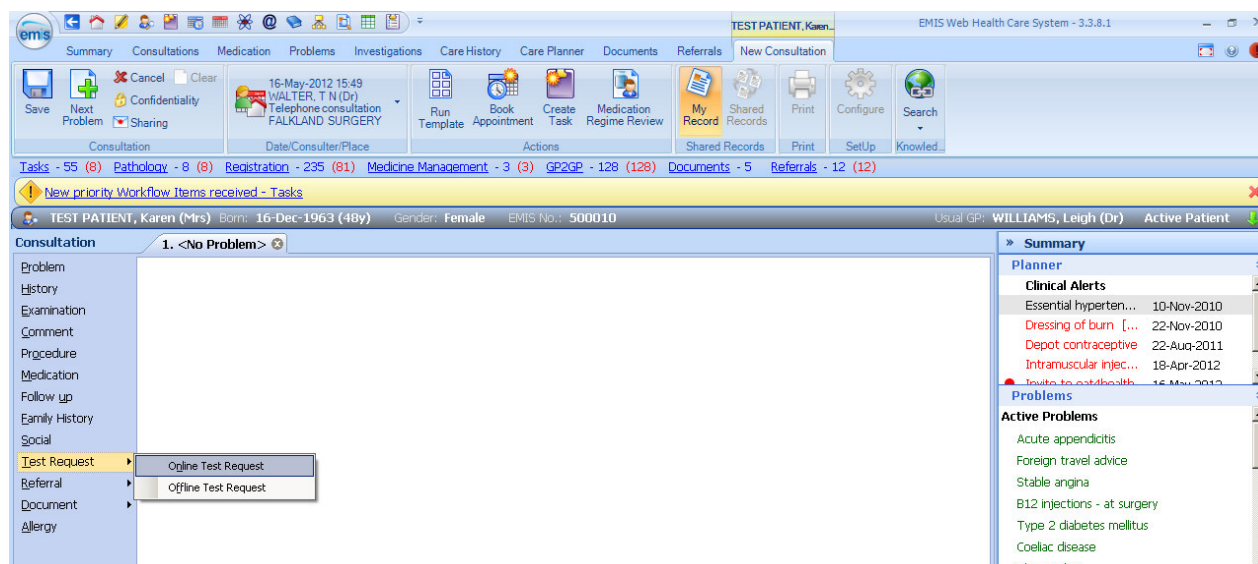
A pop-up dialogue box appears



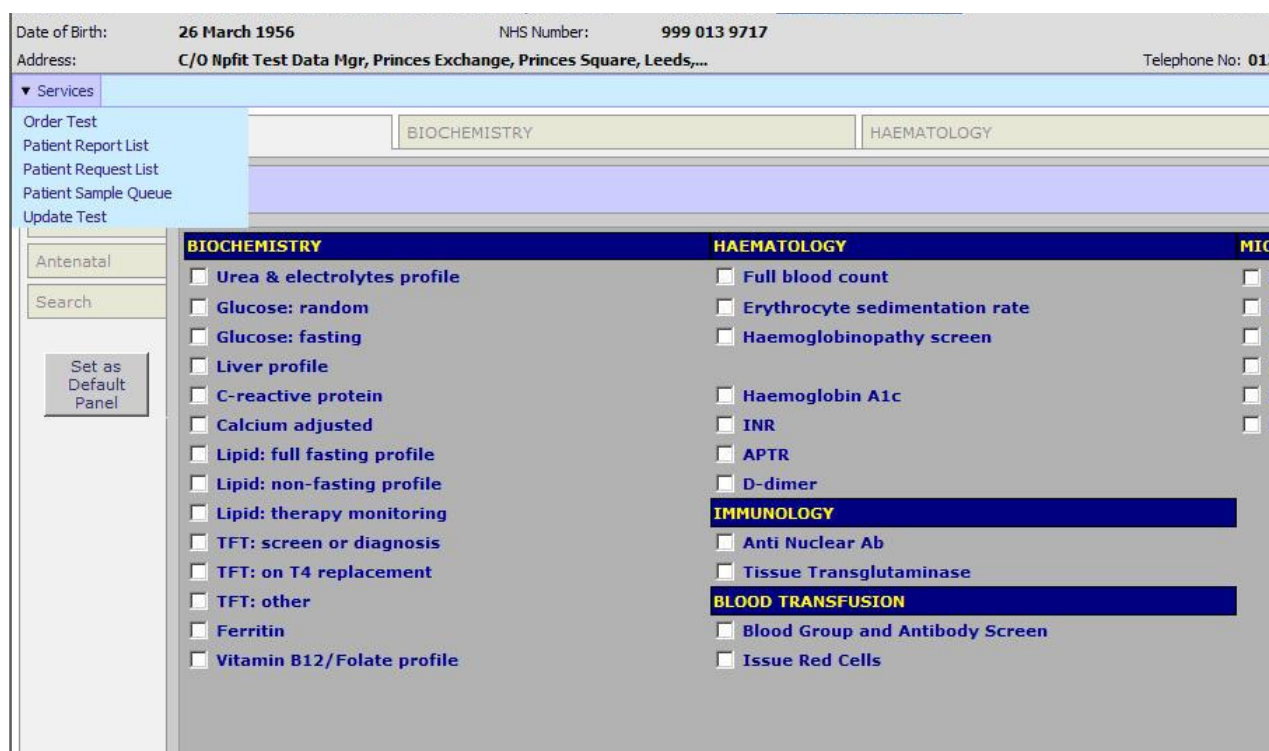
From this you can choose 'Reprint Request'

6 Viewing a summary of a request

From within consultation mode enter ICE by requesting a new 'Online Test Request'. The ICE requesting screen will load.



Ignore the requesting section and select Patient Request List from the drop down Services Menu below the patient demographics banner.



The Patient Request List displays in reverse chronological order with the newest request at the top.

ktop - Windows Internet Explorer

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: dentond
 Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX** Telephone No: **02392469876**

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
27 Jun 2012 14:00		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =25 May 2012), Previous test date known? =Yes(Previous test: =27 Jun 2009, Previous details: =Negative result.), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Eileen)	ZZZ	parnelle	REQ
27 Jun 2012 13:27		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =21 Jun 2012), Previous test date known? =Yes(Previous test: =27 Jun 2011, Previous details: =Testing), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =1. Pregnant, Smear taker: =test1)	ZZZ	sleemann	REQ
26 Jun 2012 11:20		H - Full blood count	ZZZ	dentond	REQ
26 Jun 2012 11:19		U - Urea & electrolytes profile	ZZZ	dentond	REQ
13 Jun 2012 12:19		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 12:18		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 12:14		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:50		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:40		SMALL BOWEL - Small Bowel histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		DUO - Duodenum histology(Duodenum - No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		OES - Oesophagus histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =No(LMP info: =yes), Previous test date known? =No, Reason for LBC: =1. Routine Call, Type of LBC: =1.	ZZZ	parnelle	REQ

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

Rules -- Webpage Dialog

Edit Request
 Delete Request
 Reprint Request
 Write Report
 Sample Now
 Book Appointment
 View Order
 Transfusion Activity
 View Audit Trail
 ICEMail
 Cancel

Selecting 'View Order' will bring up the order summary.

ktop - Windows Internet Explorer

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: sleemann
 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 brennda zzzinterface**
 Date of Birth: **08 June 1950**
 Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX**

General Details

Username: **sleemann**
 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

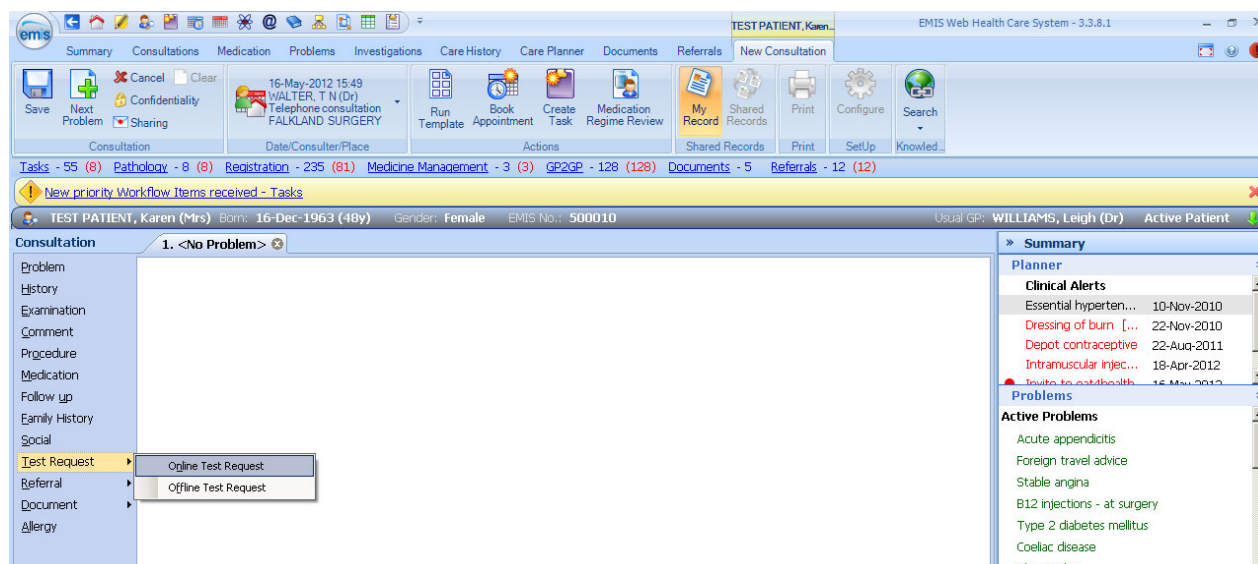
Glucose: fasting
 Full blood count
 TFT: on T4 replacement Thyroxine dose = 150 mg

Sample Details

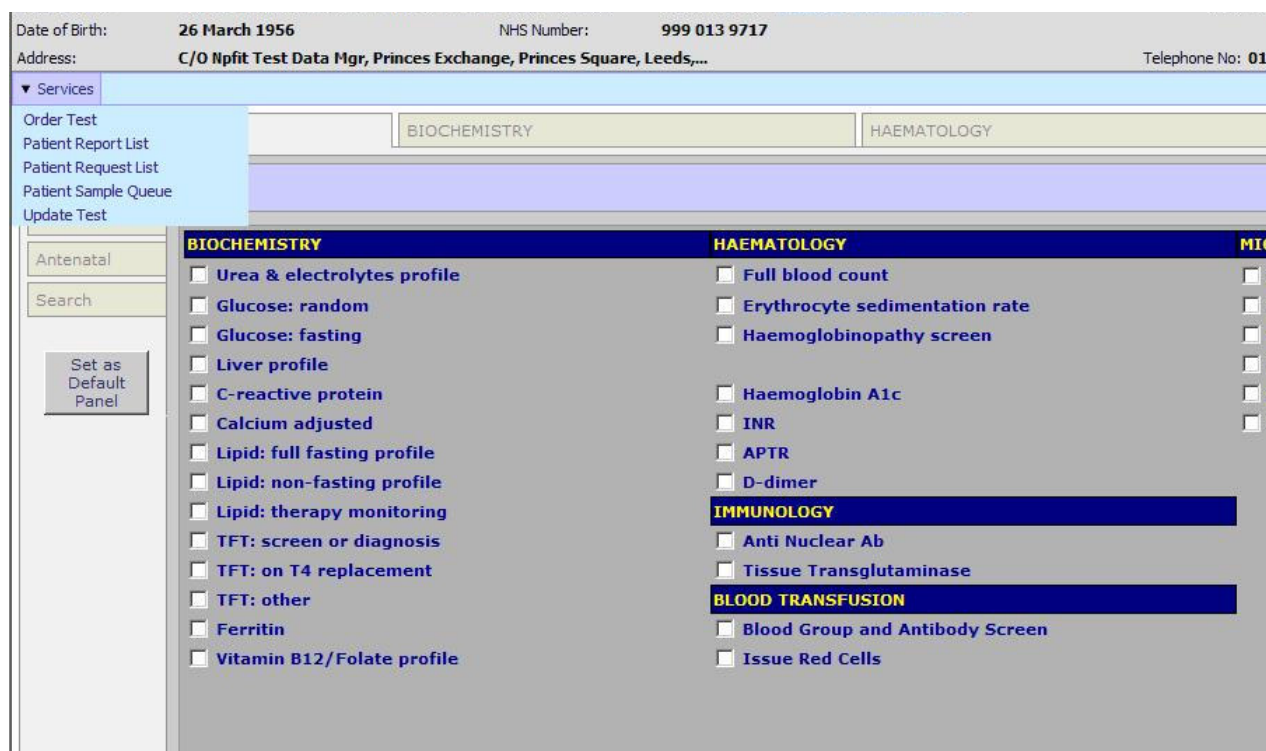
Sample Number	Container Name	Status	Sample Collected Date	Collecting User	Reason
	EDTA, Purple 4mL	Pending	N/A	sleemann	
	Serum (SST), Yellow 5mL	Pending	N/A	sleemann	
	FLiOxalate, Grey 2mL	Pending	N/A	sleemann	

7 Viewing the audit trail of a request

From within consultation mode enter ICE by requesting a new 'Online Test Request'. The ICE requesting screen will load.



Ignore the requesting section and select Patient Request List from the drop down Services Menu below the patient demographics banner.



The Patient Request List displays in reverse chronological order with the newest request at the top.

ktop - 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: dentond
 Address: **9 SELSEY CLOSE, HAYLING ISLAND, PO11 9SX** Telephone No: **02392469876**

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

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
27 Jun 2012 14:00		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =25 May 2012), Previous test date known? =Yes(Previous test: =27 Jun 2009, Previous details: =Negative result.), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =Not applicable, Smear taker: =Eileen)	ZZZ	parnelle	REQ
27 Jun 2012 13:27		CX - Cervical cytology(Date LBC taken: =27 Jun 2012, LMP known: =Yes(LMP date: =21 Jun 2012), Previous test date known? =Yes(Previous test: =27 Jun 2011, Previous details: =Testing), Reason for LBC: =1. Routine Call, Type of LBC: =1. Cervical LBC, Patient condition: =1. Pregnant, Smear taker: =test1)	ZZZ	sleemanm	REQ
26 Jun 2012 11:20		H - Full blood count	ZZZ	dentond	REQ
26 Jun 2012 11:19		U - Urea & electrolytes profile	ZZZ	dentond	REQ
13 Jun 2012 12:19		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 12:18		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 12:14		GAST - Gastric histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:50		COLON - Colon histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:40		SMALL BOWEL - Small Bowel histology(No of specimen pots: =2)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		SKIN - Skin histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		DUOD - Duodenum histology(Duodenum - No of pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		OES - Oesophagus histology(No of specimen pots: =1)	ZZZ	parnelle	REQ
13 Jun 2012 11:22		CX - Cervical cytology(Date LBC taken: =13 Jun 2012, LMP known: =No(LMP info: =yes), Previous test date known? =No, Reason for LBC: =1. Routine Call, Type of LBC: =1.	ZZZ	parnelle	REQ

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



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

Order Audit Trail -- Webpage Dialog

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 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.

A location based view of all results and sample for your Practice can be viewed using the Sample Queue and Report list (See section 9.2) within the Workflow Manager. This list will include those reports where the demographics are insufficient to match to the main patient record.

8.1.1 Viewing results for a specific patient in EMIS Web

Pathology reports can be viewed from within the Investigation tab using the Values View or View Reports Options.

EMIS Web Health Care System - 3.3.8.1

Tasks - 53 (7) Pathology - 13 (13) Registration - 235 (81) Medicine Management - 6 (6) GP2GP - 128 (128) Documents - 5 Referrals - 12 (12)

New priority Workflow Items received - Medicine Management

TEST PATIENT, Karen (Mrs) Born: 16-Dec-1963 (48y) Gender: Female EMIS No.: 500010 Usual GP: WILLIAMS, Leigh (Dr) Active Patient

Reports

2012 (1)

27-Apr-2012: Serum C reactive protein level

! Serum C reactive protein level

Status: Filled Viewed by: TW

Specimen: BLOOD Taken: 27-Apr-2012 15:16 Received: 27-Apr-2012 15:05

! Serum C reactive protein level 10.0 mg/L (0 - 4.9) (44CS)

(TW) - Abnormal - Action taken comment by TW

Link 1 RCPath

Link 2 http://www.rcpath.org.uk

Link 3 www.rcpath.org.uk

Link 4 www.rcpath.org

EMIS Report Id : 339660 LAB Report Id : 2012270416004835341325

Report Type : Pathology Issued : 27-Apr-2012 15:09 Received : 27-Apr-2012 16:53

8.1.2 Viewing results for a specific patient in ICE

Patient reports in ICE can be accessed by using the Investigations Tab and selecting the 'Patient Report' List' option. This ICE patient report list should show.

EMIS Web Health Care System - 3.3.7.1

Tasks - 5 (1) Pathology - 5 (1) Registration - 136 (41) GP2GP - 11 (11) Referrals - 3 (3)

BOND, James (Mr) Preferred: Bond Born: 01-Jan-1941 (71y) Gender: Male EMIS No.: 500002 Usual GP: COLLETT, E C (Dr) Active Patient

Date	Term	Value	Range Indicator	Detailed View
23-Jan-2012	Cervical smear: negative			Cervical smear: negative
16-Jan-2012	O/E - blood pressure reading	130/80 mmHg		Read Code 4K22
22-Dec-2011	Predicted peak expiratory flow rate using EN 13826 standard	521 L/min		SNOMED-CT 218381000000118
22-Dec-2011	Body mass index	31.6 kg/m2		
22-Dec-2011	O/E - weight	99 kg		
22-Dec-2011	O/E - height	177 cm		
08-Nov-2011	Best ever peak flow rate	570 L/min		
08-Nov-2011	Peak exp. flow rate: PEFR/PFR	250 L/min		
20-Feb-2011	Serum TSH level	1.4 mU/L (0.30 - 4.40) (cfr) - Normal - No Action, Euthyroid picture (including satisfactory thyroxine replacement)		
20-Feb-2011	CHOL/HDL RATIO	(cfr) - Normal - No Action, See FATS/Healthy Hearts guidelines for interpretation of lipids		
20-Feb-2011	Serum cholesterol	6.3 mmol/L		
20-Feb-2011	Serum HDL cholesterol level	1.3 mmol/L (>1.0)		
20-Feb-2011	Total cholesterol:HDL ratio	4.8		
20-Feb-2011	Urea and electrolytes	(cfr) - Normal - No Action		
20-Feb-2011	Serum sodium	136 mmol/L (134 - 147)		
20-Feb-2011	Serum potassium	4.5 mmol/L (3.5 - 5.0)		
20-Feb-2011	Serum urea level	4.2 mmol/L (3.1 - 7.9)		
20-Feb-2011	Serum creatinine	93 umol/L (75 - 140)		
20-Feb-2011	CHOL/HDL RATIO	(cfr) - Normal - No Action, See FATS/Healthy Hearts guidelines for interpretation of lipids		
20-Feb-2011	Serum cholesterol	6.3 mmol/L		
20-Feb-2011	Serum HDL cholesterol level	1.3 mmol/L (>1.0)		
20-Feb-2011	Total cholesterol:HDL ratio	4.8		

NHS Admin/Clinical Support | RONALD, Cathy (Mrs) | THE BELL SURGERY

8.1.3 ICE Report List

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

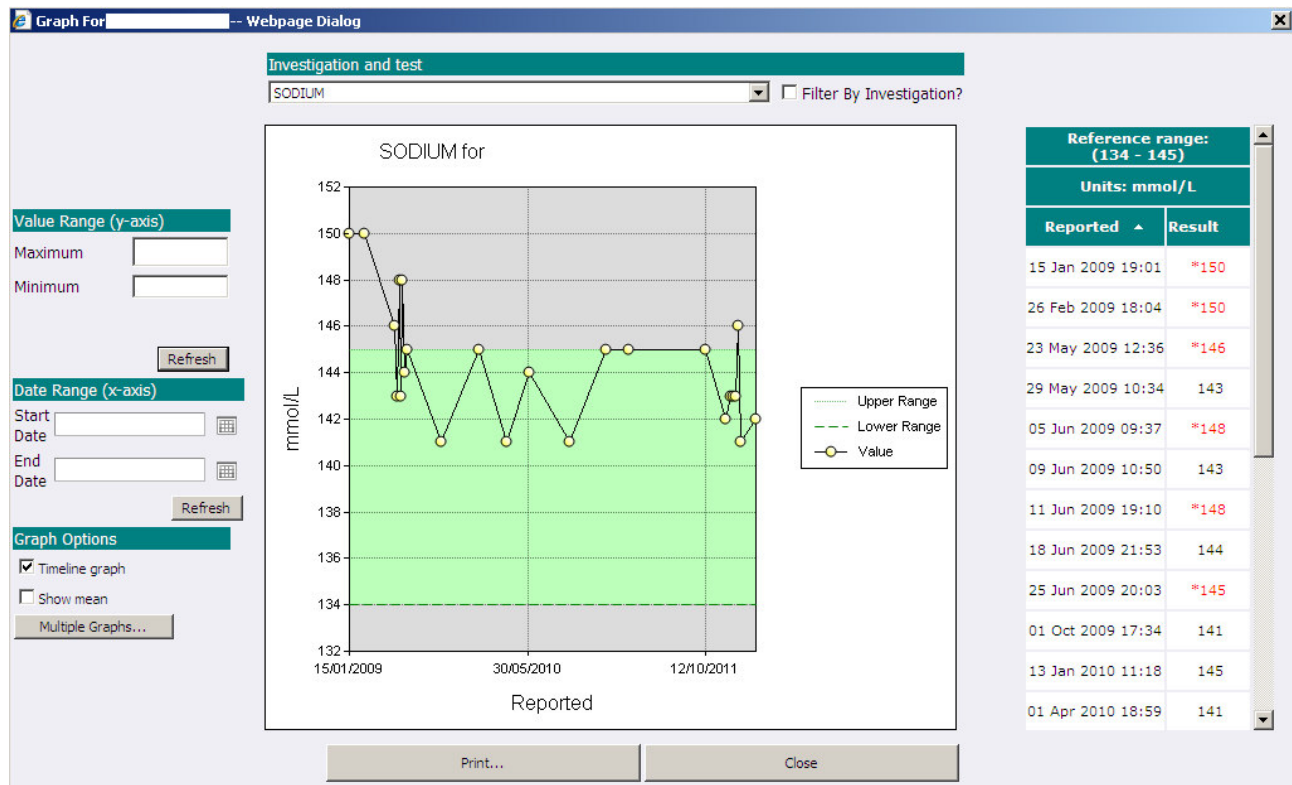
IMPORTANT: This is a summary and may not show comments from the original report(s)

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		2.23
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:



9 '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 EMIS Web.

9.1 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

Order Test	Patient Report List	Patient Request List	Patient Sample Queue	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:ankle - Ankle (Right) swab(On antibiotics? =No) / swab:ulcer:hip - Hip (Right) swab(On antibiotics? =No) / swab:ulcer:rpatel - Patella (Right) swab(On antibiotics? =No)
03 Feb 2012 13:59				LFT-GP - Liver profile
03 Feb 2012 13:58				mtb:other - Other, TB culture(Culture / TB 1x=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 8 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.

9.2 Location / Surgery related services menu

9.2.1 The full sample list

The location related surgery menu is useful as it allows you to view a complete list of postponed samples for your practice. This has benefits if you would like to create a list of samples awaiting collection that a phlebotomist can work from.

The menu is accessed through the Workflow Manager tab and the 'Sample Queue' button.

The screenshot shows the EMIS Web Health Care System interface. The top menu bar includes options like Workflow Manager, Config, Add Note, Print, Sample Queue, Report List, Open Test Request, Sample Test Request, Edit Test Request, and Delete Test Request. The left sidebar shows a navigation tree with options like Tasks, Pathology, Registration, Medicine Management, GP2GP, Document Management, Referral Management, and Test Requests. The main content area displays a list of sample requests for patient BOND, James (Mr). The table shows the following data:

Sample Due	Patient	Specimen	Type
22-May-2012	BOND, James (Mr)	Unknown specimen	Online
22-May-2012	BOND, James (Mr)	Unknown specimen	Online

Below the table, there is a section for 'Unknown specimen - Test Request Awaiting Sample' with details for COLLETT, E C (Dr) and a 'Biochemistry - Unknown specimen' test request for 'Calculus analysis, stone'.

This button will load ICE and display all the sample in a postponed state. Sample can then be collected/edited/reprinted from this menu. (See Section 3 – 7)

The screenshot shows the Sunquest ICE interface. The top menu bar includes options like Workflow Manager, Config, Add Note, Print, Sample Queue, Report List, Open Test Request, Sample Test Request, Edit Test Request, and Delete Test Request. The left sidebar shows a navigation tree with options like Tasks, Pathology, Registration, Medicine Management, GP2GP, Document Management, Referral Management, and Test Requests. The main content area displays a list of pending requests for patient BOND, James (Mr). The table shows the following data:

Date/Time Requested	Investigations (Request Comments, Clinical Details)	NHS No.	Patient	Address	Loc	Ordered By	Status
28 May 2012 13:03	U - Urea & electrolytes profile				HEN1	G8945888	POS
28 May 2012 09:15	LF - Liver profile				HEN1	G8945888	POS
28 May 2012 08:40	FLIP - Lipid: full fasting profile				HEN1	G8945888	POS
22 May 2012 14:03	CALCU - Calculus analysis, stone		Bond, James	The Mansion House, High Street, Hertford, Hertfordshire	HEN1	G8302690	POS

At the bottom of the interface, there are navigation buttons for '<< Previous Page' and 'Next Page >>' and a page indicator 'Page 1 of 1'.

9.2.2 The patient report list

This is a list of all reports for your practice, useful if you believe a request is in process but does not appear in the patients record. It is accessed through the Workflow Manager tab by selecting the Report List button.

The screenshot shows the EMIS Web Health Care System interface. The 'Workflow Manager' tab is active, and the 'Report List' button is highlighted in the 'Online Actions' section. The main area displays a list of tasks for patient BOND, James (Mr), including a 'Sample Due' date of 22-May-2012 and a 'Specimen' type of 'Unknown specimen'. The 'Inbox' section shows 'Awaiting Sample (2, 0)' and 'Completed' requests.

This option will load ICE in a location specific view of your report lists.

The screenshot shows the Sunquest ICE interface. The 'Online Test Request' window is open, displaying the 'icedesktop' logo. The 'Location' is set to 'THE BELL SURGERY, HENLEY'. The 'Filter by specialty' is set to 'All specialties'. The 'Show reports up to' date is 02/07/2012. The 'Show reports from' date is 27/06/2012. The 'Show reports for last' is 5 days. The 'Print' button is visible. The main area displays a table of test results with columns: Hospital Number, Name, Sex, DOB, Investigation, Requested By, Sample Collected, Reported, and Status.

Hospital Number	Name	Sex	DOB	Investigation	Requested By	Sample Collected	Reported	Status
295016				Coagulation Tes...	DR JOANNE RUSHTON	29 Jun 2012	01 Jul 2012 10:26	UN
1614630				Microbiology	DR ELIZABETH COLLETT	28 Jun 2012	30 Jun 2012 19:40	UN
4163277927				Full Blood Coun...	DR ELIZABETH COLLETT	28 Jun 2012	30 Jun 2012 14:59	UN
4467094849				Microbiology	DR HENRY FAY	29 Jun 2012	30 Jun 2012 13:31	UN
ICE 180002					DR HENRY FAY	29 Jun 2012	30 Jun 2012 10:55	UN
1320306				ESR/Full Blood ...	DR ELIZABETH COLLETT	29 Jun 2012	30 Jun 2012 09:45	UN
1420501				Microbiology	DR ELIZABETH COLLETT	25 Jun 2012	30 Jun 2012 01:19	UN
ICE 179989				Comment	DR HENRY FAY	29 Jun 2012	29 Jun 2012 18:12	UN
SP92998				AnteNatal Blood...	DR HENRY FAY	28 Jun 2012	29 Jun 2012 17:34	UN
1614630				AnteNatal Blood...	DR VIRGINIA STEPHENS	28 Jun 2012	29 Jun 2012 17:34	UN
1052461				GLUCOSE	DR CHRISTOPHER LANGLEY	29 Jun 2012	29 Jun 2012 17:26	UN
4861311314				eGFR/Liver Func...	DR HENRY FAY	29 Jun 2012	29 Jun 2012 17:15	UN
ICE 179983				eGFR/Renal Func...	DR HENRY FAY	29 Jun 2012	29 Jun 2012 17:08	UN
1052461				Full Blood Coun...	DR CHRISTOPHER LANGLEY	29 Jun 2012	29 Jun 2012 16:30	UN
503518				Thyroid Functio...	DR VIRGINIA STEPHENS	28 Jun 2012	29 Jun 2012 16:21	UN
6167034443				eSFR/CORRECTED ...	DR THOMAS SAW	29 Jun 2012	29 Jun 2012 16:21	UN
1292991				Cerv Sample-neg...	DR JOANNE RUSHTON	27 Jun 2012	29 Jun 2012 16:11	UN
6475547492				Microbiology	DR ELIZABETH COLLETT	27 Jun 2012	29 Jun 2012 15:51	UN
307048				eSFR/CORRECTED ...	DR ELIZABETH COLLETT	29 Jun 2012	29 Jun 2012 15:49	UN
1652558				CORRECTED CALC...	DR ELIZABETH COLLETT	29 Jun 2012	29 Jun 2012 15:46	UN

9.2.3 Location 'Services' menu.

Further to 9.2.1 and 9.2.2 the 'Service' menu option is now location based containing the following options. This allows you to quickly switch between the various screens without having to exit to EMIS Web,

icedesktop				
▼ Services				
Location Report List				
Location Request List				
Location Sample Queue				
Request Date	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 8 above).


- *'Location Request List'*

List of all requests placed for your location / Surgery .

- *'Location Sample Queue'*

List of postponed requests for your location / Surgery (See 9.2.1).

10 Appendix 1: Making a request - Quick guide

1. Search for patient in EMIS Web.
2. Enter 'Consultation Mode'. ()



3. Using the add button select Test Request, Online Test Request
4. Select the test(s) required.
5. Once all tests have been selected, select the green 'Continue with Request' button (bottom left-hand corner of the screen).
6. Select GP.
7. Enter free-text clinical details in the 'Global Clinical Details' box.
8. If the request form is to be printed then select 'Print this order'.
9. Select a clinician for a copy report if required.
10. Change 'Priority' from 'Routine' to 'URGENT' if applicable.
11. Identify danger of infection / high risk specimens if applicable.
12. Select 'Accept request'.
13. Once all forms have printed you are returned to EMIS Web.

11 Appendix 2: Reprinting a request form - Quick guide

1. When in consultation mode for a patient begin a new online test request.
2. ICE loads and you should be presented with the initial requesting screen.
3. Ignore the requesting screen and use the upper left services menu to select Patient Report List.
4. Left-click on the request you would like to reprint.
5. Select 'Reprint Request' from the dialogue box that appears.

12 Appendix 3: Editing a request (Awaiting Sample in postponed state) - Quick guide

1. Search for patient in EMIS Web.
2. Enter Workflow Manager.
3. Within the Global View find the sample in the Test Request inboxes.
4. Select Edit Test Request
5. 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 Web.

13 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 Web.
2. Enter Workflow Manager.
3. Within the Global View find the sample in the Test Request inboxes.
4. Select Delete Test Request.
5. Enter reason for deletion if prompted.
6. Select Accept
7. If you use the patient and location lists in ICE you may want to delete the request there also. See Section 4.1.

14 Appendix 5: Workflows

The two workflows outlined here are the suggested workflows for using the ICE system with EMIS Web. 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.

14.1 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 Web and ICE. This makes it simple for the person printing the request forms to see which requests still require completion. It also allows the clinician to easily amend or delete the test requests required.

1. Once in ICE, 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*'.

See Section 2.2 on how to complete a postponed test.

14.2 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. This is a simpler workflow, however, is harder to amend or delete test requests.

1. Once in ICE, 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 reprinted. See Section 5.