

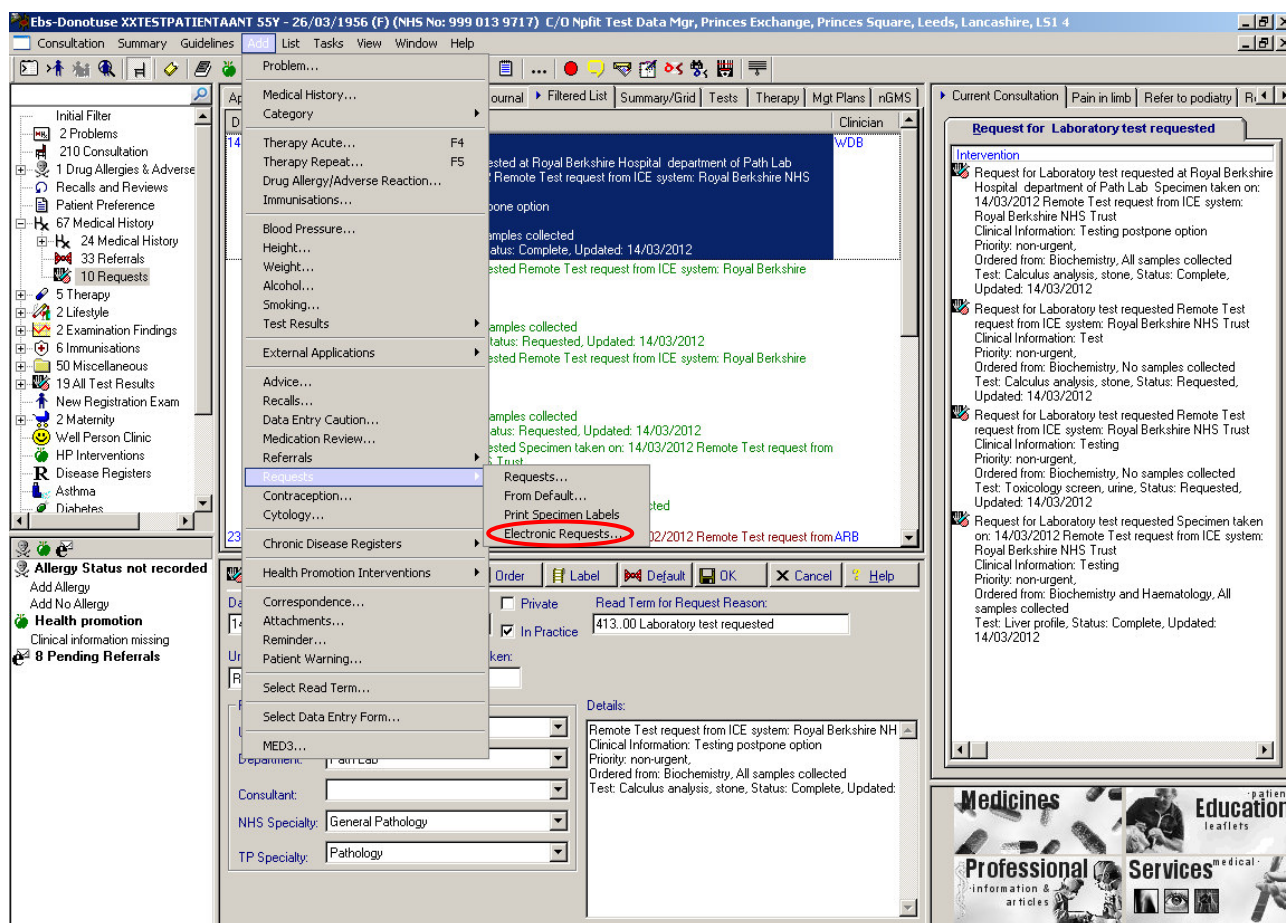
## Test requesting in InPS Vision using Sunquest ICE

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 .....	23
4	Deleting a request.....	25
5	Reprinting a request form.....	26
6	Viewing a summary of a request .....	27
7	Viewing the audit trail of a request .....	28
8	Postpone options .....	28
8.1	Placing a postponed request and printing the request form .....	30
9	Viewing results.....	32
10	'Services' menu options in ICE.....	36

10.1	Patient ' <i>Services</i> ' menu .....	36
10.2	Location / Surgery related services menu .....	37
11	Appendix 1: Vision ' <i>Electronic Test Requesting</i> ' menu - Quick guide ..	39
11.1	Menu accessed from ' <i>Add / Requests / Electronic Requests...</i> ' menu:..	41
11.2	Menu accessed from the Edit view of the Journal: .....	41
12	Appendix 2: Making a request - Quick guide .....	38
13	Appendix 3: Reprinting a request form - Quick guide.....	38
14	Appendix 4: Editing a request - Quick guide.....	38
15	Appendix 5: Deleting a request - Quick guide.....	39

# 1 Placing a request

Select 'Electronic Requests...' from the 'Add / Requests' menu in Vision:



'Order Test' will be defaulted on the 'Select Service:' menu:

**Electronic Test Requesting - Select System and Account**

Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help.

Please select the Test Request system and service

☒ Royal Berkshire NHS Trust ☐ Show All ☒ Default

Select Service: **Order Test**

Enter personal account details

User Name: g7107887pa

Password:

Reenter Password:

Save Details

☒ Save these details for my own personal use

☐ Allow these details to be used by all practice members

☐ Do not save details (prompt me on each access)

Select 'OK'.

This will launch the ICE requesting screens. These steps can be automated using a keyboard macro.

## 1.1 Navigating around the test request screen

### 1.1.1 Panels and pages

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

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

### 1.1.2 Selecting a test

Click the button of the required test to select it.

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

### 1.1.3 Excluded tests

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

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

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



#### 1.1.4 Included tests

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

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



#### 1.1.5 Reflexed tests

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

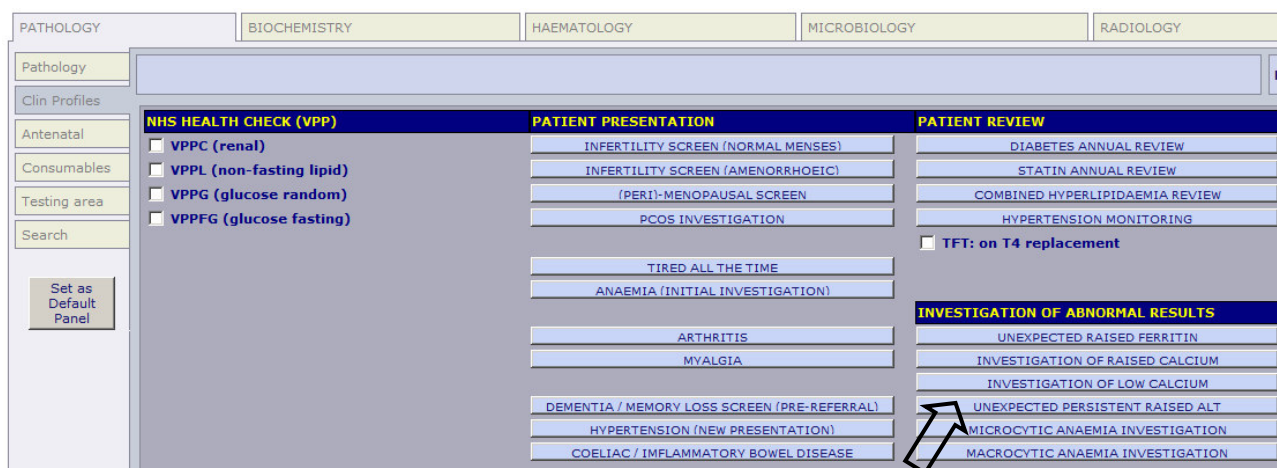
E.g., when '*Lead, random urine*' is selected, '*Lead*' is reflexed:



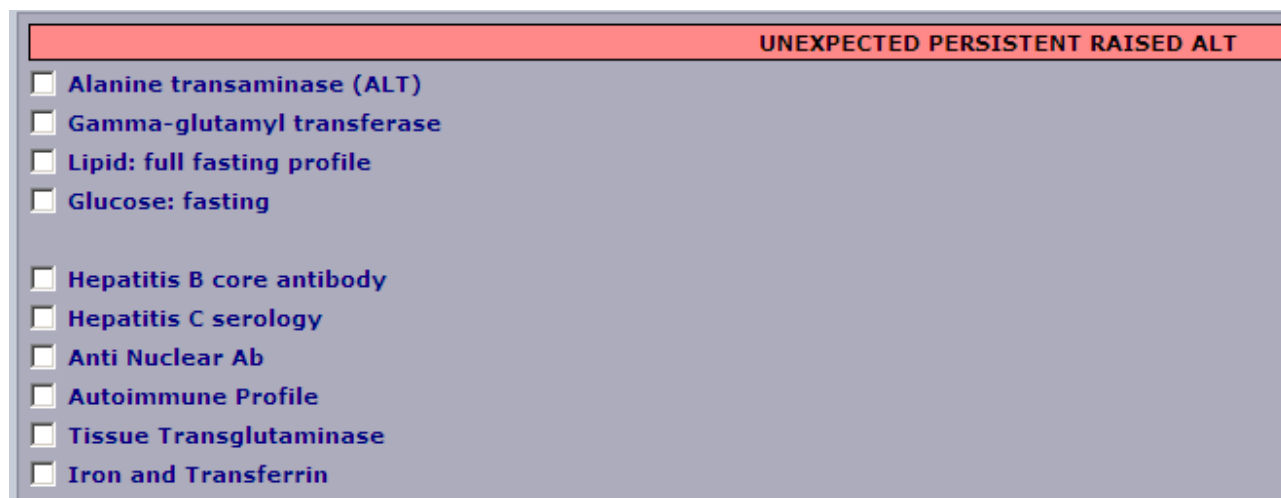
#### 1.1.6 Clinical profiles

For convenience, several clinical profiles are available.

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



This brings up a collection of suggested tests:



**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*').

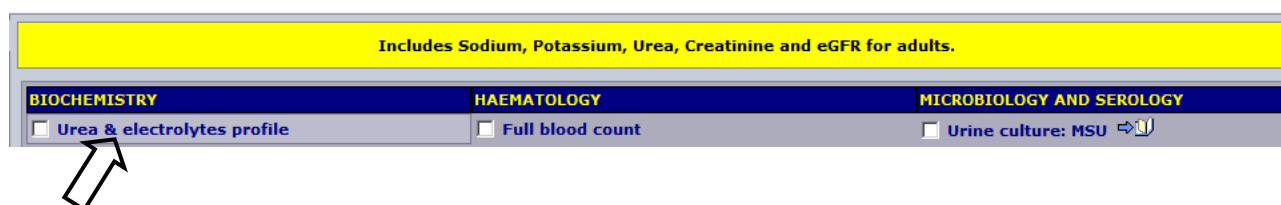
This is to separate the front line tests above the gap from those tests to be considered if further investigation is necessary below it.

## 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.

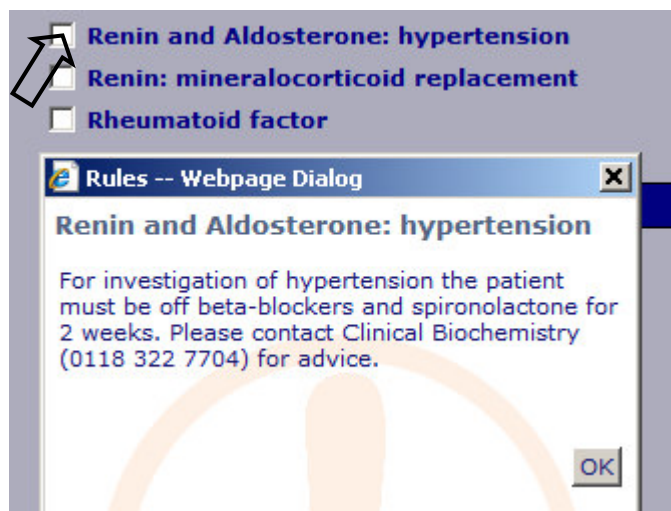
BIOCHEMISTRY	HAEMATOLOGY	MICROBIOLOGY AND SEROLOGY
<input type="checkbox"/> Urea & electrolytes profile	<input type="checkbox"/> Full blood count	<input type="checkbox"/> Urine culture: MSU 



### 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.

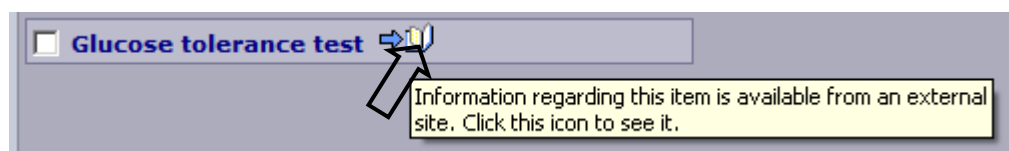
E.g. when selecting '*Renin and Aldosterone: hypertension*' the following pop-up box appears:



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

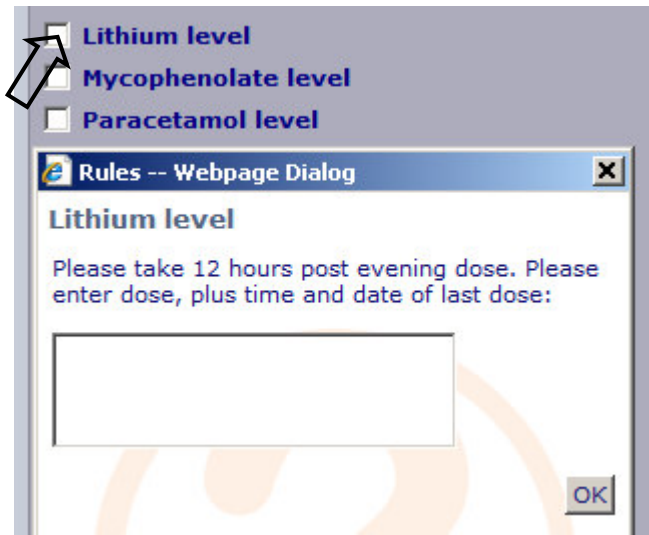
Sometimes when a test is selected a pop-up box appears, prompting you to consider whether this test needs to be requested so soon after a previous request. E.g.:



### 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

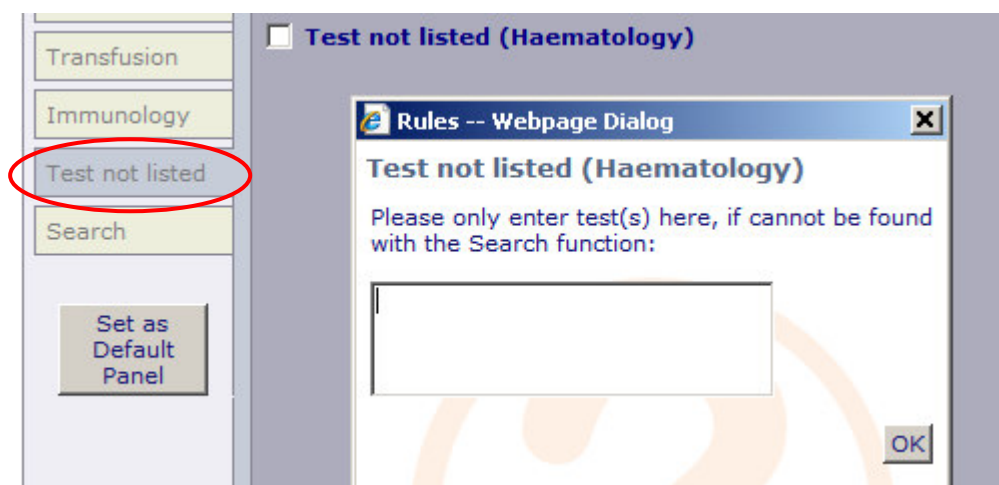
Most panels have a 'Test not listed' page. Please use the 'Search' function first before using this.

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:

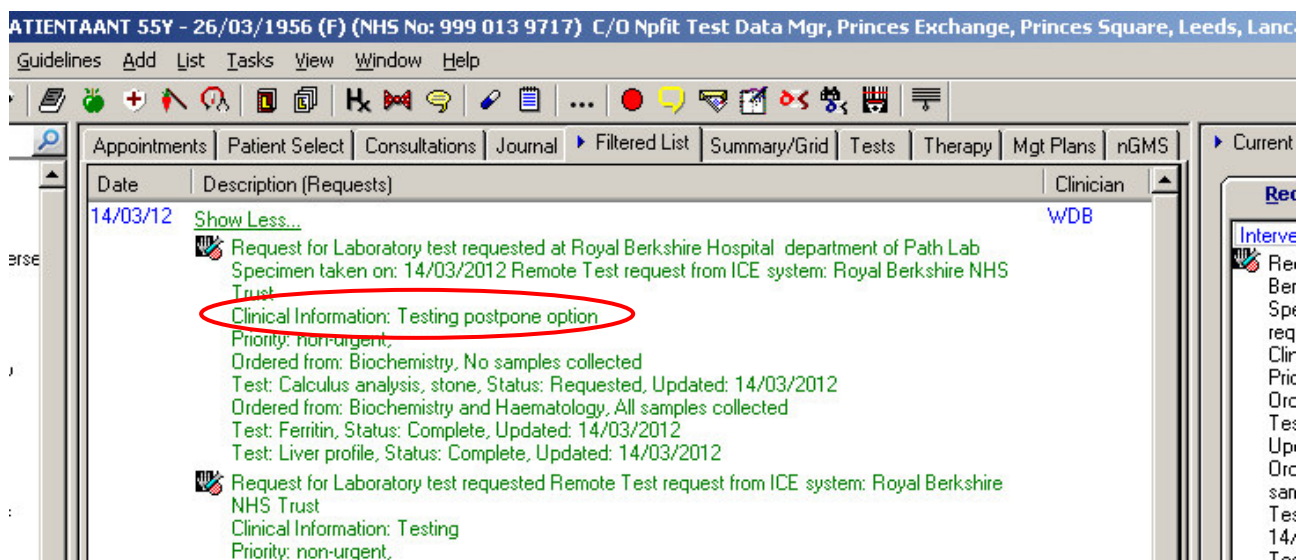
General Details:	
User:	sutherlandm
Bleep / Contact No:	<input type="text"/>
Requesting Consultant / GP:	<input type="text" value="Select..."/>  
Location:	<input type="text" value="Admin Location"/>  

### 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 Vision, these will be automatically copied back into Vision along with details of the test(s) ordered. 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: [dropdown menu]

Priority: Routine

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 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: [Dropdown]

Priority: [Dropdown]

Sample collection: [Dropdown]

☒ Place request

☐ Place request 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:*

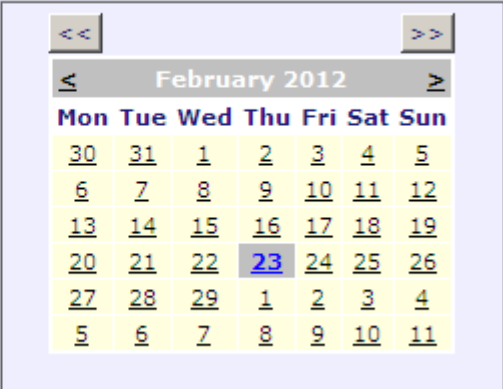
In each case the request will be placed. The second option enables a date for specimen collection to be displayed on the request form, for the information of the patient.

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'. At the bottom, there is a green 'Reprint' button. Below the 'Reprint' button, 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.'

- *‘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.

## 2 Viewing requests placed on a patient

The requests placed on a patient can be seen in ICE by choosing to add a request in Vision (Selecting '*Electronic Requests...*' from the '*Add / Requests*' menu) and selecting the '*View Incomplete Tests*' option in the '*Select Service:*' drop-down menu, followed by '*OK*'

**Electronic Test Requesting - Select System and Account**

Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help.

Please select the Test Request system and service

☒ Royal Berkshire NHS Trust ☐ Show All ☒ Default

Not all Services available. Open consultaion/edit item required for some.

Select Service:

Enter personal account details

User Name:

Password:

Reenter Password:

Save Details

☒ Save these details for my own personal use

☐ Allow these details to be used by all practice members

☐ Do not save details (prompt me on each access)

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

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

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

THE SURGERY, SWALLOWFIELD  
User: G7107887PA  
Powered by ICE

▼ Services

**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	sleemann	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	sleemann	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		mtbrother - Other, TB culture(Culture / TB Tx=TB investigations)	SWA	K81003	REQ
03 Feb 2012 13:56	03 Feb 2012 17:52	GRP - Blood group and antibody screen / XM - Issue red cells(Blood required=04 Feb 2012 17:00, TxLocation=RBH West Ward, TxReason=Pre Op(OP info=RTHR, OP info=), RBC units=2, RBC spec req=Requires CMV Neg)	SWA	K81003	SPC
03 Feb 2012 13:54		DATB - Direct antiglobulin test (DAT)	SWA	K81003	REQ
03 Feb 2012 13:52	03 Feb 2012 17:34	ABOAN - Blood group and screen booking bloods(EDD=22 Jul 2012) / FBCOBS - Full Blood Count Booking Bloods / HBOAN - Haemoglobinopathy Screen Booking Bloods (EDD=22 Jul 2012, Mother's origin=Africa (excluding North Africa), Baby's Father's origin=India or African-Indian)	SWA	K81003	SPC
06 Feb 2012 12:17		ANC - Antenatal serology(EDD=22 Jul 2012)	SWA	G8507529	REQ
03 Feb 2012 13:50		ACL Ab - Anti-cardiolipin Ab / APTR - APTR(AC=No) / B2GP - Anti-beta2-glycoprotein I / 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 >>

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

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

**Rules -- Webpage Dialog**

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

Cancel

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

Continue with request...

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

Continue with request...



### 3 Editing a request

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

Select the record of the request in the Journal, right click and select 'Edit...':

The screenshot displays the InPS Vision software interface. The main window is titled 'Ebs-Donotuse XXTESTPATIENTAANT 55Y - 26/03/1956 (F) (NHS No: 999 013 9717) C/O Npfit Test Data Mgr, Princes Exchange, Princes Square, Leeds, Lancashire, LS1 4'. The 'Journal' tab is active, showing a list of laboratory test requests. A right-click context menu is open over a request dated 23/02/12, with the 'Edit...' option highlighted. The interface includes a left-hand navigation pane with various clinical categories, a top menu bar, and a right-hand pane showing details for the selected request.

**Left-hand navigation pane:**

- Initial Filter
  - 2 Problems
  - 210 Consultation
  - 1 Drug Allergies & Adverse
  - Recalls and Reviews
  - Patient Preference
  - 67 Medical History
    - 24 Medical History
    - 33 Referrals
    - 10 Requests
  - 5 Therapy
  - 2 Lifestyle
  - 2 Examination Findings
  - 6 Immunisations
  - 50 Miscellaneous
  - 19 All Test Results
  - New Registration Exam
  - 2 Maternity
  - Well Person Clinic
  - HP Interventions
  - Disease Registers
  - Asthma
  - Diabetes
- Allergy Status not recorded
  - Add Allergy
  - Add No Allergy
- Health promotion
  - Clinical information missing
- 8 Pending Referrals

**Journal Tab (Table):**

Date	Description (Requests)	Clinician
14/03/12	Request for Laboratory test requested at Royal Berkshire Hospital department of Path Lab Specimen taken on: 14/03/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: Testing postpone option Priority: non-urgent Ordered from: Biochemistry, No samples collected Test: Calculus analysis, stone, Status: Requested, Updated: 14/03/2012 Test: Ferritin, Status: Complete, Updated: 14/03/2012 Test: Liver profile, Status: Complete, Updated: 14/03/2012	WDB
23/02/12	Request for Laboratory test requested Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: Testing Priority: non-urgent Ordered from: Biochemistry, No samples collected Test: Toxicology screen, urine, Status: Requested, Updated: 14/03/2012 Request for Laboratory test requested Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: Test Priority: non-urgent Ordered from: Biochemistry, No samples collected Test: Calculus analysis, stone, Status: Requested, Updated: 14/03/2012 Request for Laboratory test requested Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: Test Priority: non-urgent Ordered from: Biochemistry, No samples collected Test: Toxicology screen, urine, Status: Requested, Updated: 14/03/2012 Request for Laboratory test requested Specimen taken on: 14/03/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: Testing Priority: non-urgent Ordered from: Biochemistry and Haematology, All samples collected Test: Liver profile, Status: Complete, Updated: 14/03/2012	ARB
06/02/12	Request for Laboratory test requested at Royal Berkshire Hospital department of Path Lab Specimen taken on: 20/02/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: gy/hyhu Priority: non-urgent	
03/02/12	Request for Laboratory test requested at Royal Berkshire Hospital department of Path Lab Specimen taken on: 06/02/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust Clinical Information: prolonged INR, ? Cause Priority: non-urgent	PP

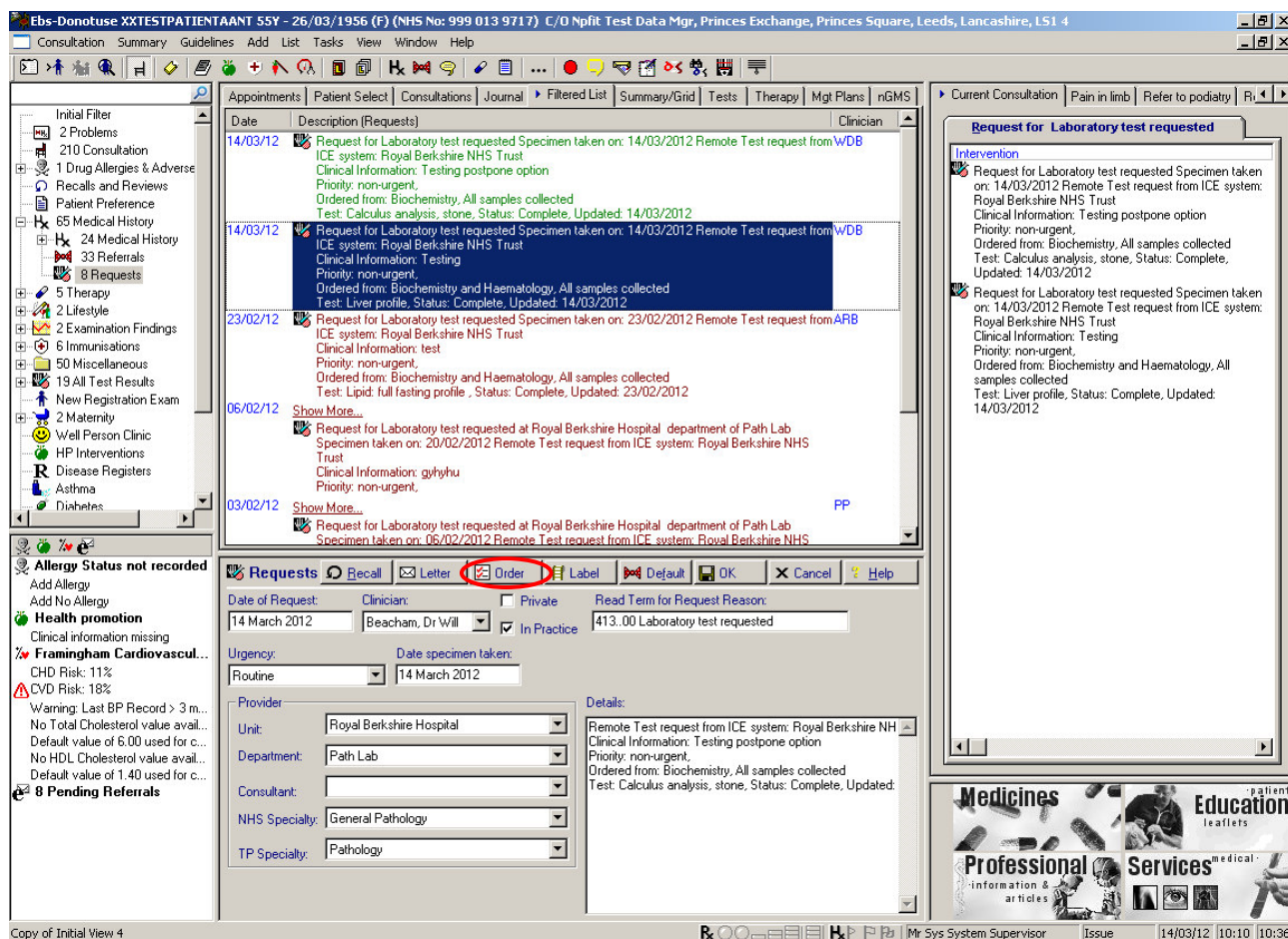
**Right-hand pane (Request for Laboratory test requested):**

Intervention

- Request for Laboratory test requested at Royal Berkshire Hospital department of Path Lab  
Specimen taken on: 14/03/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust  
Clinical Information: Testing postpone option  
Priority: non-urgent  
Ordered from: Biochemistry, No samples collected  
Test: Calculus analysis, stone, Status: Requested, Updated: 14/03/2012  
Ordered from: Biochemistry and Haematology, All samples collected  
Test: Ferritin, Status: Complete, Updated: 14/03/2012  
Test: Liver profile, Status: Complete, Updated: 14/03/2012
- Request for Laboratory test requested Remote Test request from ICE system: Royal Berkshire NHS Trust  
Clinical Information: Test  
Priority: non-urgent  
Ordered from: Biochemistry, No samples collected  
Test: Calculus analysis, stone, Status: Requested, Updated: 14/03/2012
- Request for Laboratory test requested Remote Test request from ICE system: Royal Berkshire NHS Trust  
Clinical Information: Testing  
Priority: non-urgent  
Ordered from: Biochemistry, No samples collected  
Test: Toxicology screen, urine, Status: Requested, Updated: 14/03/2012
- Request for Laboratory test requested Specimen taken on: 14/03/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust  
Clinical Information: Testing  
Priority: non-urgent  
Ordered from: Biochemistry and Haematology, All samples collected  
Test: Liver profile, Status: Complete, Updated: 14/03/2012

**Bottom status bar:** Mr Sys System Supervisor Issue 14/03/12 10:10 11:09

In the Edit view, select 'Order':



From the 'Select Service.' drop-down menu, select 'Update Test':

**Electronic Test Requesting - Select System and Account**

Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help.

Please select the Test Request system and service

☒ Royal Berkshire NHS Trust ☐ Show All ☒ Default

Select Service: **Update Test**

Enter personal account details

User Name:

Password:

Reenter Password:

Save Details

☒ Save these details for my own personal use

☐ Allow these details to be used by all practice members

☐ Do not save details (prompt me on each access)

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 the clinical note in Vision.

Alternatively select '*Edit Request*' from the pop-up menu displayed when a request in ICE is selected (see 2 above).

## 4 Deleting a request

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

To delete an entire request use the '*View Incomplete Tests*' option on the '*Select Service:*' menu (accessed by selecting '*Electronic Requests...*' from the '*Add / Requests*' menu in Vision or from editing the Journal entry in Vision). This will open a list of requests on the patient in ICE:

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

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

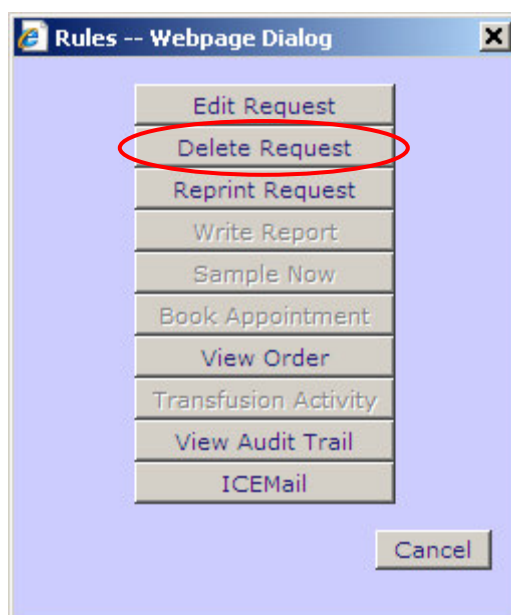
Services: **THE SURGERY, SWALLOWFIELD** User: **ICE**

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

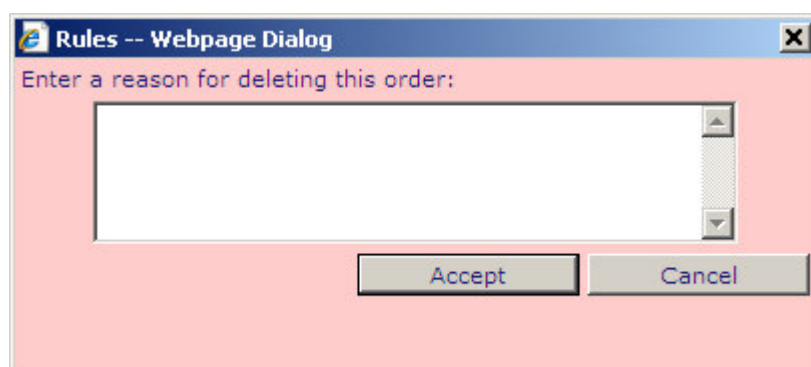
Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
13 Mar 2012 16:56		CRP	SWA		RR
13 Mar 2012 16:54	13 Mar 2012 16:56	CRP-GP - C-reactive protein	SWA	sleemanm	REC
23 Feb 2012 09:29		LIP-FAST-GP - Lipid: full fasting profile	SWA	G7107887PA	REQ
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 1x=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		AHC - Antenatal serology(EDD=22 Jul 2012)	SWA	G8507529	REQ
03 Feb 2012 13:50		ACLAb - 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.

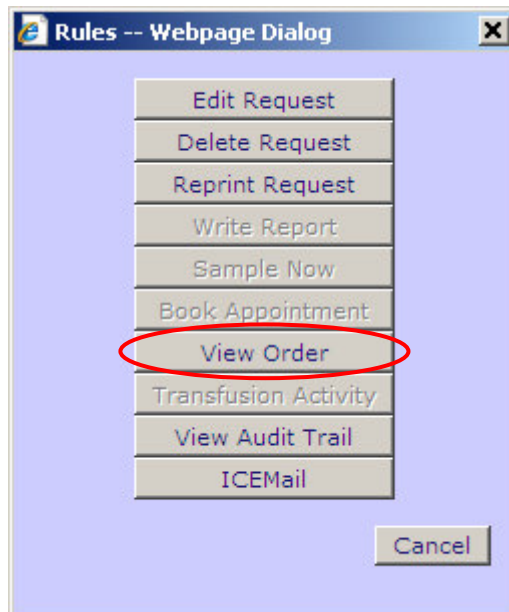
## 5 Reprinting a request form

To reprint a request form use the 'View Incomplete Tests' option on the 'Select Service.' menu (accessed by selecting 'Electronic Requests...' from the 'Add / Requests' menu in Vision or from editing the Journal entry in Vision). 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**

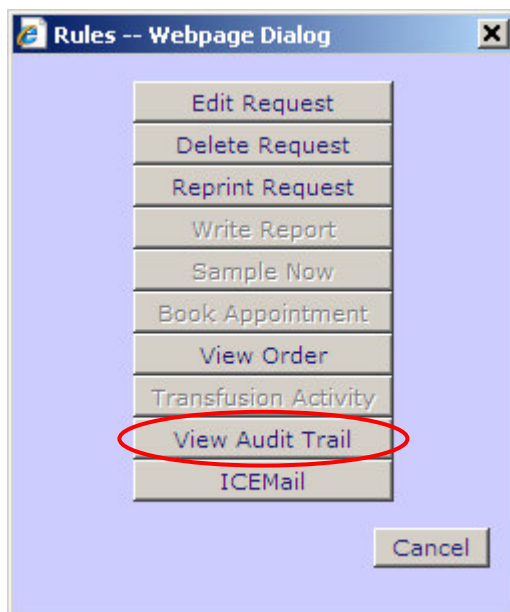
**Glucose: fasting**  
**Full blood count**  
**TFT: on T4 replacement** Thyroxine dose = 150 mg

**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:

 A screenshot of a web application dialog box titled "Order Audit Trail -- Webpage Dialog". It displays a table with four columns: "Date", "Username", "Full Name", and "Action". The table contains three rows of data. Below the table are "Print" and "Close" buttons.
 

Date	Username	Full Name	Action
19 Apr 2012 14:38:48	[REDACTED]	[REDACTED]	<a href="#">Requesting print made</a>
19 Apr 2012 14:38:47	[REDACTED]	[REDACTED]	<a href="#">Requesting print made</a>
19 Apr 2012 14:38:47	[REDACTED]	[REDACTED]	<a href="#">Request submitted</a>

## 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 - Sunquest ICE

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:

Location:

**Global Clinical Details:**

Category:

**Order Details:**

↑ **Biochemistry**

Tests in this order: *Calcium analysis, stone*

☒ I want to fill out specimen details later

☒ Print this order

Priority:

Sample collection options:

☒ Place request now

☐ Place request now for collection on specific date

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

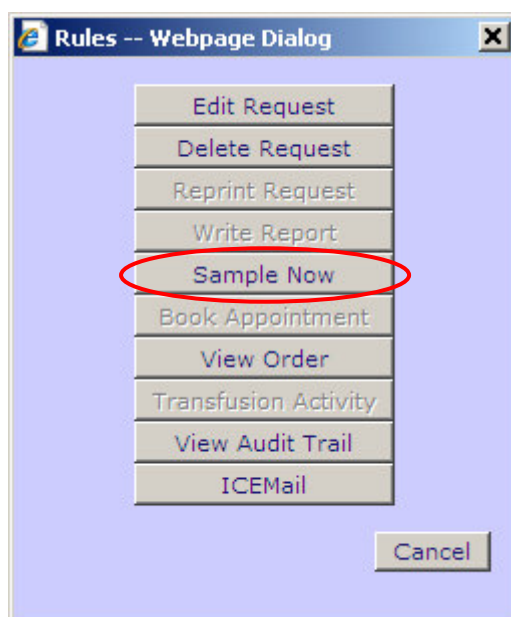
Select 'Accept Request'.



## 8.1 Placing a postponed request and printing the request form

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

- Through the record in the Vision Journal view by selecting 'Edit...', then the 'Order' button and then 'Update Sample'..
- By selecting 'Uncollected Samples' from the 'Add / Requests' menu in Vision. This brings up the Patient Sample Queue of all postponed samples on a patient. Select the request you wish to complete.
- By viewing the full list of requests on a patient (see 2 above), selecting the request to be completed (postponed requests are indicated with POS in the 'Status' column) and selecting 'Sample Now' from the pop-up menu:



You will now enter the ICE Request Completion summary screen.

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



## 9 Viewing results

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

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

All results for your Practice can be viewed using the '*Location Report List*' option on the '*Select Service:*' menu. This list will include those reports where the demographics are insufficient to match to the main patient record.

Patient reports can be accessed by selecting '*Electronic Requests...*' from the '*Add / Requests*' menu) and selecting the '*Patient Report*' option in the '*Select Service:*' drop-down menu, followed by '*OK*'.

**Electronic Test Requesting - Select System and Account**

Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help.

Please select the Test Request system and service

☒ Royal Berkshire NHS Trust ☐ Show All ☒ Default

Not all Services available. Open consultaion/edit item required for some.

Select Service: Patient Report

Enter personal account details

User Name: g7107887pa

Password:

Reenter Password:

Save Details

☒ Save these details for my own personal use

☐ Allow these details to be used by all practice members

☐ Do not save details (prompt me on each access)

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

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

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

THE SURGERY, SWALLOWFIELD  
User:   
Powered by ICE

▼ Services

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

Print last 4 reports. Search Show All reports

< Earlier reports Later reports >

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

Reports for the different specialities are colour-coded:

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

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

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

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

THE SURGERY, SWALLOWFIELD  
User:   
Powered by ICE

▼ Services

< > Cumulative Back Print

Reported 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

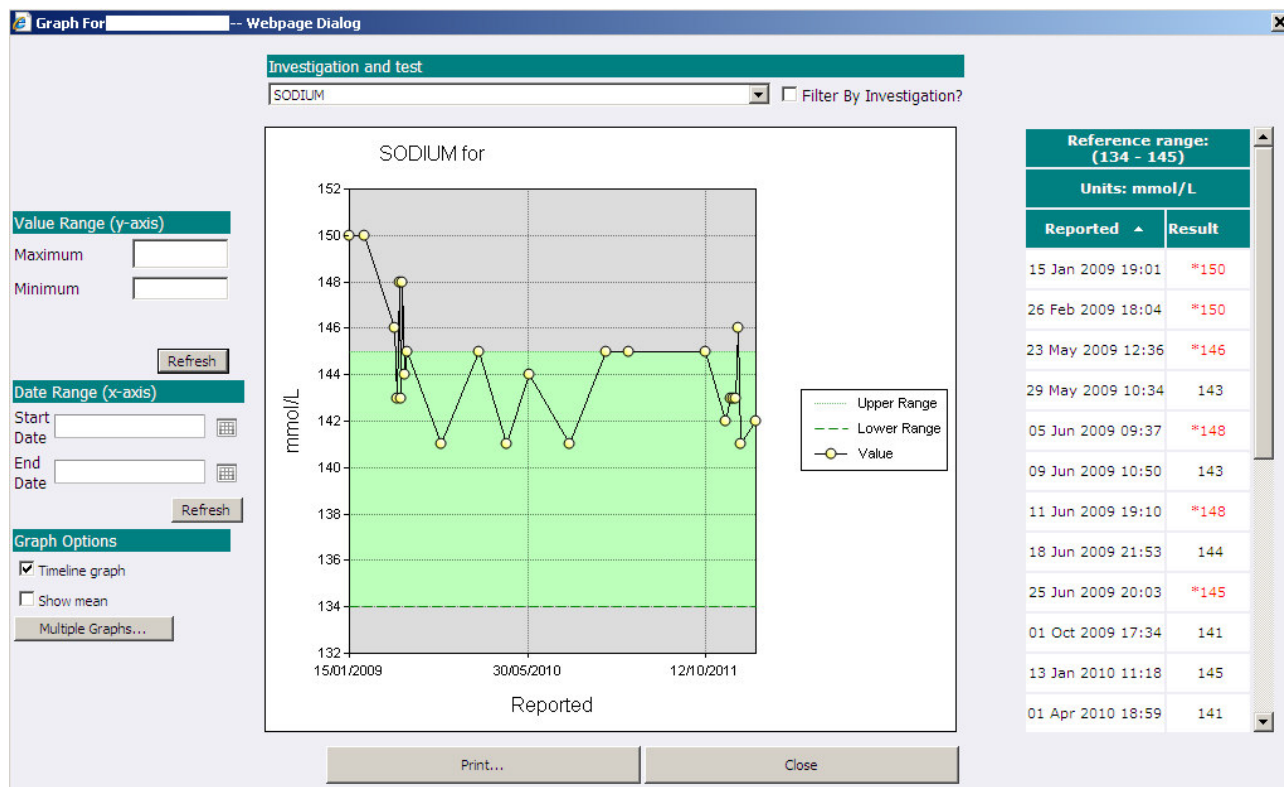
IMPORTANT: This is a summary and may not show comments from the original report(s)

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		2.22	
C-REACTIVE PROTEIN	(0 - 4.9)	mg/L						*7.8	
eGFR		mL/min/1.73 m2	>60						
ESR	(1 - 19)	mm/h						*23	
Full Blood Count									
Baso	(0.00 - 0.20)	x10 <sup>9</sup> /L	0.04	0.03	0.03	0.05	0.04	0.04	
Eosin	(0.02 - 0.40)	x10 <sup>9</sup> /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 <sup>9</sup> /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 <sup>9</sup> /L	0.54	0.47	0.45	0.39	0.56	0.51	
Neut	(1.80 - 7.50)	x10 <sup>9</sup> /L	5.38	4.90	4.75	5.75	6.01	5.37	
Platelets	(145 - 400)	x10 <sup>9</sup> /L	185	159	146	171	171	146	
RBC	(4.00 - 5.20)	x10 <sup>12</sup> /L	*3.84	*3.73	*3.60	4.03	*3.82	*3.69	
WBC	(4.00 - 10.50)	x10 <sup>9</sup> /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 Vision 'Select Service.' 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:	<b>Ms EBS-DONOTUSE XXTESTPATIENTAANT</b>	Hospital Number:	<b>9990139717</b>	<a href="#">See Case Note Numbers</a>	Sex:	<b>Female</b>
Date of Birth:	<b>26 March 1956</b>	NHS Number:	<b>999 013 9717</b>			
Address:	<b>C/O Npfit Test Data Mgr, Princes Exchange, Princes Square, Leeds,...</b>				Telephone No:	<b>01395 445555</b>

▼ **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: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 'All Outstanding Samples' and 'Location Report' options on the Vision pop-up menu. In this view there are no patient demographics visible at the top of the page.

Vision Patient: XXTESTPATIENTAANT, EBS-DONOTUSE, 999 013 9717, 26/03/1956					
icedesktop					
▼ Services					
Location Report List					
Location Request List					
Location Sample Queue					
	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 Vision.
2. Select '*Add / Requests / Electronic Requests...*'.
3. Username and password dialogue box appears – select '*OK*'.
4. ICE request screen appears.
5. Select the tests required.
6. Once all tests have been selected, click on 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. 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 the screen displays 'Your request is complete'.

You are now returned to Vision and the request appears in the patient Journal.

## 12 Appendix 2: Reprinting a request form - Quick guide

1. Open the '*View Incomplete Tests*' view from the '*Select Service:*' drop-down menu, or edit the journal entry in Vision.
2. Select the relevant request.
3. Select '*Reprint Request*'.

## 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. Select '*Electronic Requests...*' from the '*Add / Requests*' menu in Vision or the '*View Incomplete Tests*' option in the '*Select Service:*' drop-down menu.
2. Select the relevant request.
3. Select '*Edit*'.
4. In the Edit view, select the '*Order*' button.
5. From the '*Select Service:*' drop-down menu, select '*Update Test*'.
6. Select or deselect the required boxes and complete the request as normal. The updated information will be written back into the clinical note in Vision.

## 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. Select '*Electronic Requests...*' from the '*Add / Requests*' menu in Vision or the '*View Incomplete Tests*' option in the '*Select Service:*' drop-down menu.
2. Select the relevant request.
3. Select '*Delete*'.
4. Qualify the deletion and select '*Accept*'.

**Warning** – Requests must be deleted within ICE. The request form in Consultation Manager is updated to reflect any deletions made in ICE. If you delete an entire request in Consultation Manager this does **not** in turn delete the request from the ICE interface.


## 15 Appendix 5: Workflows

The two workflows outlined here are the suggested workflows for using the ICE system with InPS Vision. 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 Vision in the entry in journal view where the requests initially appear stating '*No samples collected*' rather than '*No samples collected*'. 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.

Request in postponed state:

 Request for Laboratory test requested Remote Test request from ICE system: Royal Berkshire NHS Trust WDB  
Clinical Information: Test  
Priority: non-urgent,  
Ordered from: Biochemistry, No samples collected  
Test: Calculus analysis, stone, Status: Requested, Updated: 14/03/2012

Request in completed state:

 Request for Laboratory test requested Specimen taken on: 14/03/2012 Remote Test request from ICE system: Royal Berkshire NHS Trust  
Clinical Information: Testing  
Priority: non-urgent,  
Ordered from: Biochemistry and Haematology, All samples collected  
Test: Liver profile, Status: Complete, Updated: 14/03/2012

The main advantage of this workflow is that the requests which have not yet been completed are clearly distinguishable in both Vision 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 two ways:

By selecting the request from the History or Journal in Vision, right clicking the request and selecting '*Edit*'. In the Edit view, select '*Order*' and from the '*Select Service*.' drop-down menu, select '*Update Test*'. Once you have completed the order you are returned to the Edit view in Vision. The details of the sample collection are copied into the Details section, which should not be changed manually as this field is maintained by Vision and any manual changes may be lost. You are advised to update the '*Date Specimen taken*' field.

- 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 6: Vision '*Electronic Test Requesting*' menu - Quick guide

### 16.1 Menu accessed from '*Add / Requests / Electronic Requests...*' menu:

Vision Menu	ICE Services menu equivalent	Description
Order Test	Order Test	Place a new request for tests
View Incomplete Tests	Patient request list	View all requests placed on a patient
Patient Report	Patient report list	View all reports received on a patient
Uncollected Samples	Patient sample queue	View all postponed requests on a patient
All Outstanding Samples	Location sample queue	View all postponed requests for the Practice
Location Report	Location report list	View all reports received on patients at the Practice

### 16.2 Menu accessed from the Edit view of the Journal:

As above with the following extra options.

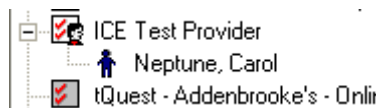
Vision Menu	ICE Services menu equivalent	Description
Update Test	Patient request list, select request, then ' <i>Edit Request</i> '	Edit the tests on a previously placed request
Update Sample	Patient sample queue, select request	Finalise a postponed request

## 17 Appendix 7: Re-Setting Passwords

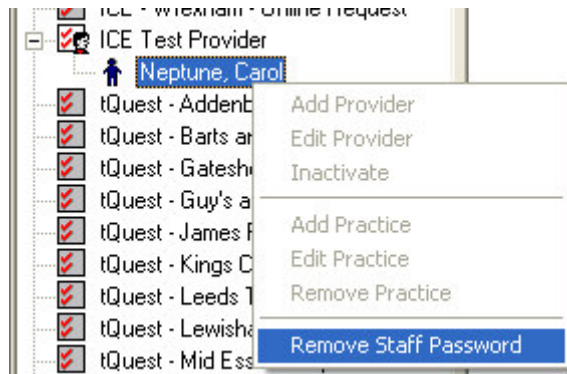
The ICE password can be re-set in Vision from '*Control Panel / Test Requests*'. You might need to do this, for instance, if a user has opted to save their password details when ordering in Consultation Manager, but has saved the wrong password details.

1. Go to '*Management Tools / Control Panel*'.
2. Select the '*Test Requesting*' icon.

3. Click on the plus next to the provider for the failed login to view a list of the staff listed to use this provider.



4. Right click on the failed login user, select '*Remove Staff Password*'.



5. You can enter a new password when you next attempt to login to ICE from Consultation Manager.

**Remember** – The User Name and Password for logging into the ICE system are the same.