

**SUNQUEST ICE  
for  
EMIS LV**

**sunquest  ICE for EMIS LV**

**A step by step guide to  
Electronic Pathology  
Requesting and Reporting.**

Any enquiries, please contact:

Sue Herbert  
Training & Quality Manager,  
NHS North of Tyne, Informatics and Project Management  
NHS North of Tyne Training Academy, 2<sup>nd</sup> Floor, Ridley House,  
Gosforth, Newcastle upon Tyne NE3 3LS

Tel: 0191 2236561/2

Fax: 0191 2236597



NHS North of Tyne



The Newcastle upon Tyne Hospitals   
NHS Foundation Trust

# SUNQUEST ICE USERS MANUAL

## For EMIS LV

### CONTENTS

		Page
<b>1</b>	<b>TRAINING : AIMS AND OBJECTIVES</b>	<b>4</b>
<b>2</b>	<b>INTRODUCTION TO SUNQUEST ICE</b>	<b>5</b>
<b>3</b>	<b>LOGON PROCEDURE</b>	<b>7</b>
<b>4</b>	<b>ONLINE REQUESTING</b>	<b>10</b>
	Review Recent Test Requests	11
	Pathology Requests	13
	Order Details	19
	Order Options	20
	Collect Sample Now	22
	Print the Order	23
	Summary	25
<b>5</b>	<b>MANAGING REQUESTS</b>	<b>26</b>
	Taking a postponed sample	27
	Update a Request	29
	Delete a Request	32
	Reprint a Request	34
	Patient Requests list	35
	Using the Request Pouch	37
<b>6</b>	<b>REPORTING</b>	<b>37</b>
	Patient Reports	40
	Report Details	43
	Cumulative Results	44
	Individual Test Results	48
	Graphs	49
	Services Menu	52
	Other Functions	54
<b>7</b>	<b>APPENDICES</b>	<b>59</b>

[Graham Rutherford – March 2010]

# SUNQUEST ICE

## Electronic Pathology Requesting and Reporting

### Aim of this manual

This manual is designed to complement the training delivered by the NoT Training Team and to introduce users to SUNQUEST ICE.

### Aim of the training project

- To enable all users who will need to make use of the facility to;
  - confidently access and utilize the electronic Pathology requesting system, and
  - retrieve and understand reports generated.

### Objectives

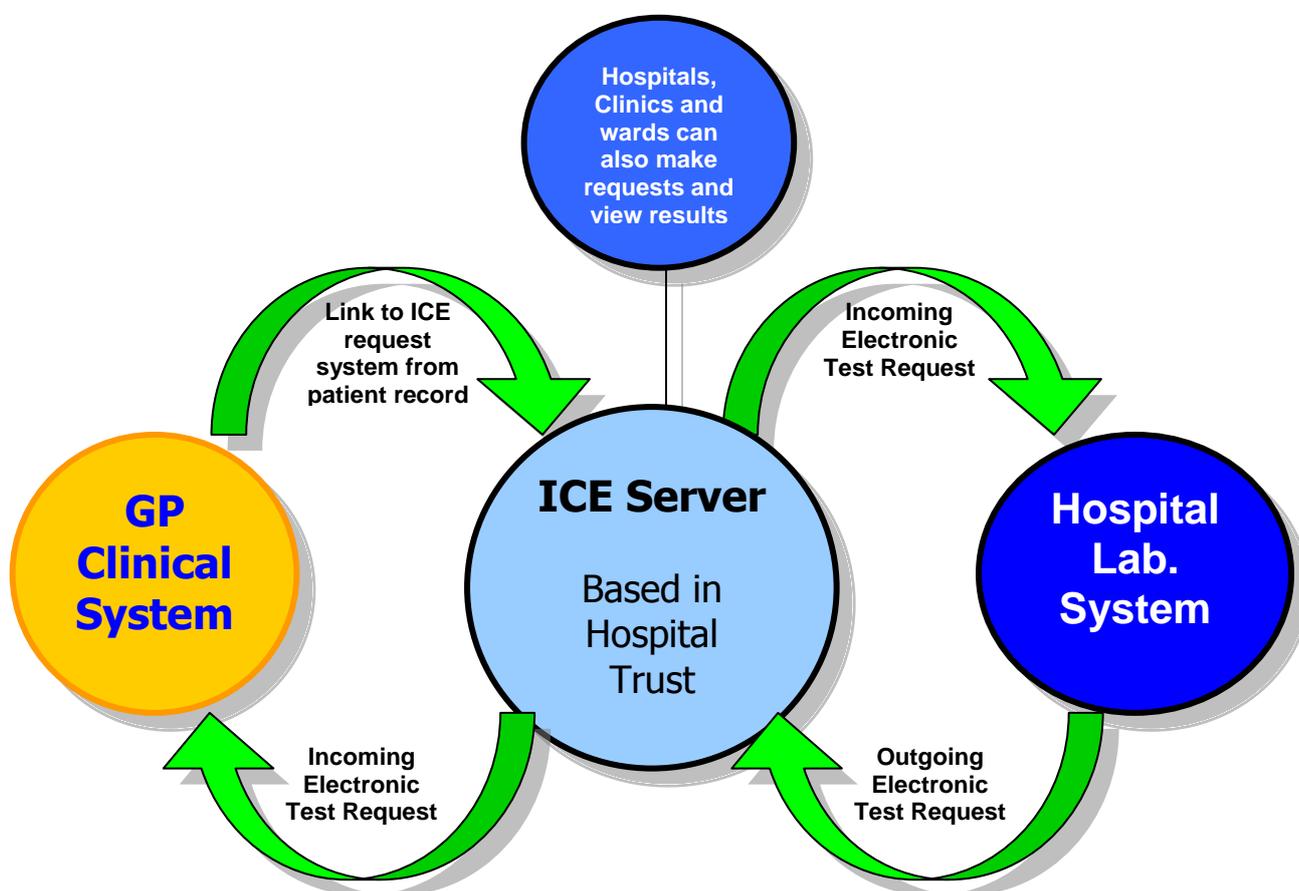
- To introduce users to SUNQUEST ICE Pathology Requesting and Reporting,
- To enable users to:
  - Access the ICE Interface,
  - Make an electronic pathology request and print order forms,
  - Manage changes in an electronic pathology request,
  - View electronic pathology test results and produce pathology reports.
- To leave a competent and fully enabled practice by the end of one week, or within the targeted time subject to the particular needs of the practice.

## 2. INTRODUCTION TO SUNQUEST ICE

The project is to implement a system which is capable of providing requesting and reporting of Pathology results electronically between GPs and Acute Trusts North of Tyne.

Electronic test requesting provides an integrated link directly from the patient record in the practice clinical system to the laboratory system via a secure NHSNet connection. The integrated test requesting functionality automatically captures requesting GP, practice and diagnostic tests, allowing for:

- ✚ The Pathology request details to be recorded on the patient record.
- ✚ The Pathology request and/or specimen details to be updated after they have been sent.
- ✚ Immediate access to patient results.
- ✚ The ability to view outstanding Pathology requests.



Other benefits of electronic test requesting ensure that results are always completed as requested and promptly returned;

- ✚ There will be an improvement in data quality as the patient record is more up-to-date, presenting the GP with the patient's full diagnostic pathology history for review if required.
- ✚ It provides context-based diagnostic advice and prompts the GP to provide pertinent clinical information that may affect the interpretation or selection of Diagnostic Tests.
- ✚ It supports the efficient management of patients with long term conditions requiring repeated diagnostic monitoring into the future.
- ✚ It significantly reduces the time taken to register a diagnostic request onto the Laboratory Information System
- ✚ There is no longer a need to re-key/write out demographic data for each test request thereby avoiding the old transcriptional /legibility issues associated with paper request forms.
- ✚ Reduction/cessation of ordering duplicate test requests.
- ✚ There will be a reduction in errors and mismatches when the result comes back.
- ✚ It reduces the need to chase results from the laboratory.

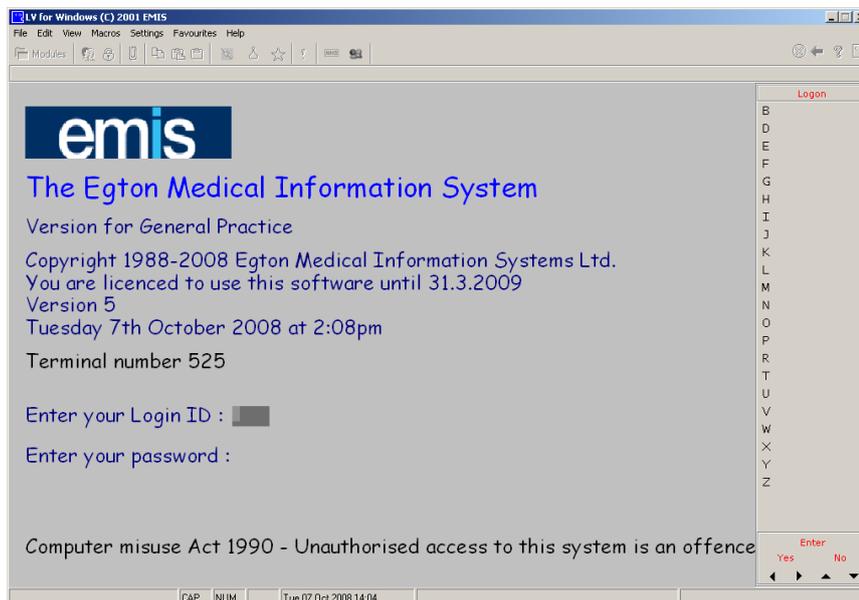
The SUNQUEST ICE System will be;

- 🚚 deployed at Newcastle Hospitals NHS Foundation Trust and Northumbria Healthcare NHS Foundation Trust as an individual implementation per organisation.
- 🚚 hosted, managed and maintained locally by each organisation.
- 🚚 tailored for each clinical system used by GPs. Access to the module is through a dedicated link within the GP clinical information system and provides requesting and reporting linkages into the patient record.

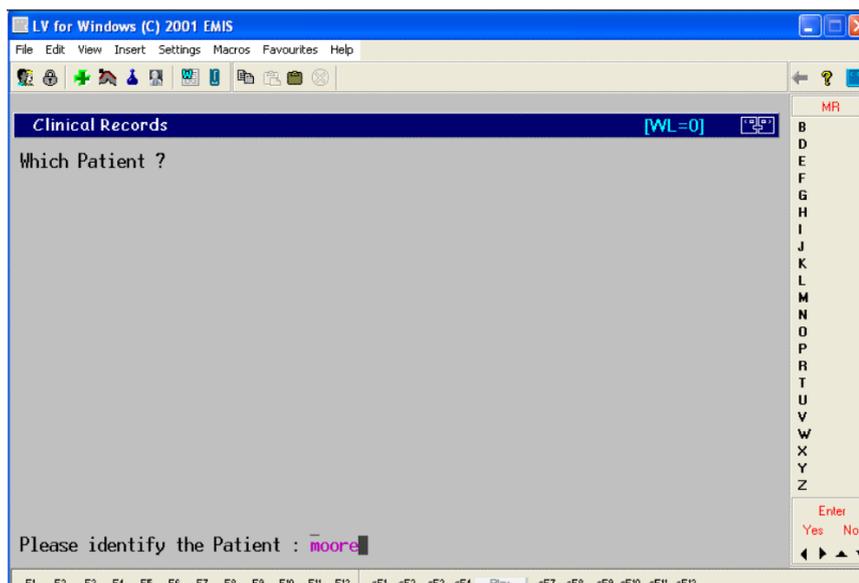


### 3. LOGON PROCEDURE

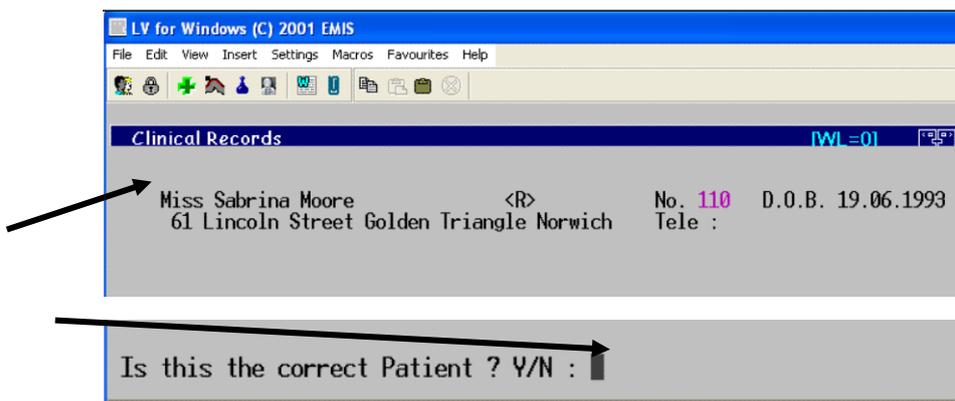
1. LOGON to EMIS LV. by entering your User ID and password



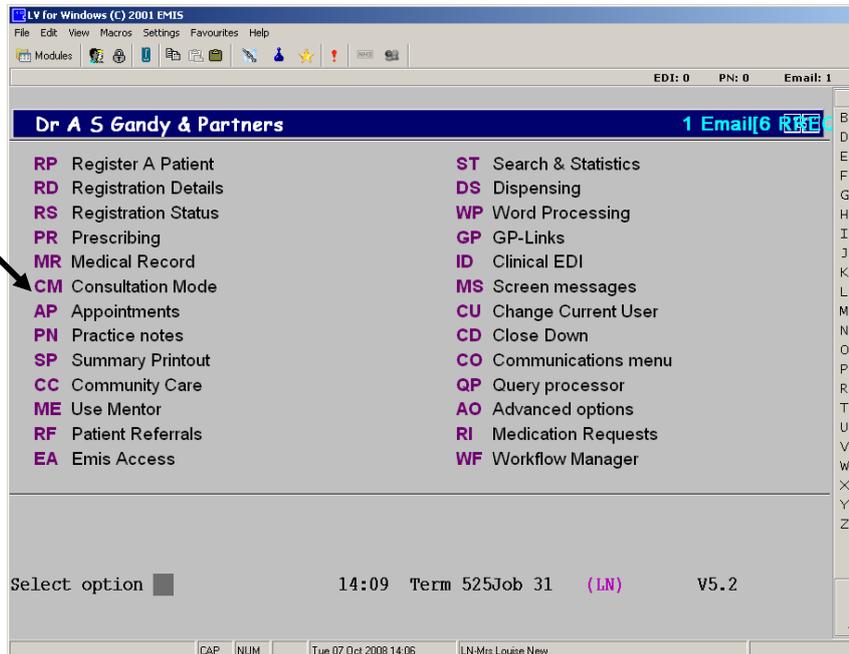
Type in the name of your patient when prompted.



Confirm that the patient details are correct by typing 'Y'

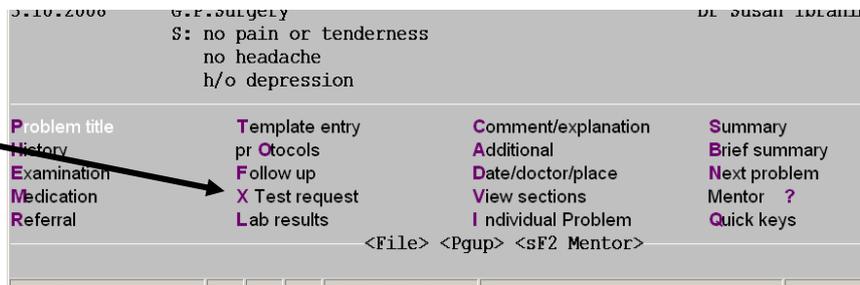


At the next screen **type** or **click** 'CM Consultation Mode'

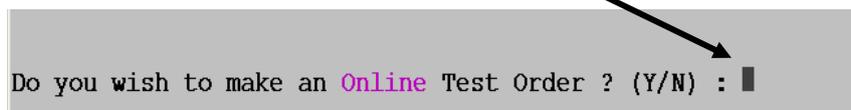


**Press** <Enter> to scroll through the patient details, if shown, until the Menu at the bottom of the screen is in view.

**Type** 'X' or **click** on 'X' from the menu at the bottom of this screen to select Test Request.



**ENTER** 'Y' at the prompt at the bottom of the screen to confirm an Online Test Order.



This will open the SUNQUEST ICE Web page at Newcastle Hospitals NHS Foundation Trust (or Northumbria Healthcare NHS Foundation Trust depending upon your configuration).  
 If more than one trust is offered – choose the one relevant to your proposed request.

The screenshot shows the SUNQUEST ICE web interface. At the top, a patient information panel displays the following details:

- Patient Name: JOHN-TEST CLINTON-TEST
- Hospital No.: FRA1521638
- Sex: Male
- Date of Birth: 12 February 1965
- NHS no: 666 666 6666
- Address: 43 CORROFELL GARDENS, GATESHEAD, TYNE AND WEAR, NE10 0YQ
- Telephone No: 01912231282
- User: A12345T1

The main area of the screen is divided into three columns of test categories:

- Biochemistry:** U&E, Bone Profile, LFTs, Gamma Glutamyltransferase, Fasting Lipid Profile, Non-Fasting Lipid Profile, Fasting Glucose, Random Glucose, HbA1c, Ferritin, Urine Pregnancy Test.
- Haematology:** Full Blood Count, ESR, B12 and Red Cell Folate, Infectious Mononucleosis Screening Test, INR, Coagulation Screen, Thrombophilia Screen.
- Microbiology:** Urine Microbiology, Genital Sample Culture, Chlamydia PCR, Microbiology Swab Culture, Wound Fluid / Tissue Culture, Respiratory Sample Culture, MRSA Screen, Fungal Culture, Faeces Investigations.

Below the test selection area, there is a section for "Most recent requests made for this patient:"

Requested	Investigations	Priority	Loc	Ordered	Status
07 Dec 2009 16:53:51	Coagulation Screen, ESR, Full Blood Count	Routine	ZZZZ	sunquest	REQ
07 Dec 2009 16:43:07	U&E	Routine	ZZZZ	sunquest	REQ
07 Dec 2009 16:39:13	Coagulation Screen, ESR, Full Blood Count	Routine	ZZZZ	sunquest	REQ
07 Dec 2009 16:29:10	Respiratory Sample Culture	Routine	ZZZZ	clintonj	POS
07 Dec 2009 15:41:22	Group and Save, Units, Cross Match	Routine	ZZZZ	sunquest	REQ

The patient's demographic information is displayed in a panel across the top left/centre of the screen.

**Please check that these details are correct.**

The GP location and User ID are displayed at the top right of the screen

## 4. SUNQUEST ICE ONLINE REQUESTING

This section is designed to take new users through all procedures related to making electronic sample requests in ICE.

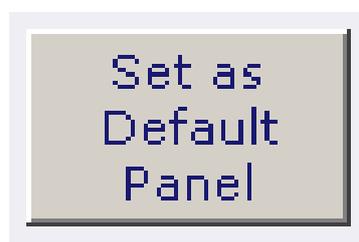
- + These include
  - 🚚 Pathology requests (all disciplines)
  - 🚚 Radiology requesting and reports and Discharge reports are expected to be available later.
- + The most common sample requests are presented by request discipline on a separate panel for ease of use.
- + Many test requests prompt for specific data to enable more reliable and informed laboratory procedures.
- + Stationery printing provides further sampling information and replaces the need for handwriting of forms.
- + Launching ICE before taking specimens/bloods allows the clinician to check whether there is any recent relevant sample information or results that may affect the decision to request a particular test, e.g. the practice may not have details of a recent hospital test.

-----

The default setting should be the 'Newcastle GP Panel'.

If this panel is not displayed;–

**click** on the 'GP Panel' horizontal Tab across the top of the screen, and then **click** on the grey button 'Set as Default Panel'.



## REVIEW RECENT TEST REQUESTS

At the bottom of the screen, under the test selections, a summary of the last five requests for the selected patient are displayed.

To see all previous requests for the patient, **click** on the first line 'click 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
03 Nov 2008 11:07:53	Liver Function, Thyroid Profile	Normal	WARD10	newpath	REQ
03 Nov 2008 10:51:16	Urine Protein	Normal	WARD10	newpath	REQ
01 Oct 2008 15:54:00	Blood Count	Urgent/Stat	GP	newpath	REQ
26 Sep 2008 21:53:56	Urea/Electrolytes	Normal	WARD10	newpath	REQ
23 Jul 2008 10:31:12	Blood Culture	Normal	AE	ahsl	REQ

To see all previous requests on the current panel, **click** on the second line [click here](#).

The central panel of the screen displays all of the previous requests for the patient and the status of each request.

Patients Request History					
Requested	Investigations	Priority	Loc	Ordered	Status
03 Nov 2008 11:07:53	Liver Function, Thyroid Profile	Normal	WARD10	newpath	REQ
03 Nov 2008 10:51:16	Urine Protein	Normal	WARD10	newpath	REQ
01 Oct 2008 15:54:00	Blood Count	Urgent/Stat	GP	newpath	REQ
26 Sep 2008 21:53:56	Urea/Electrolytes	Normal	WARD10	newpath	REQ
23 Jul 2008 10:31:12	Blood Culture	Normal	AE	ahsl	REQ
23 Jul 2008 10:34:03	Hepatitis B Antibodies	Normal	AE	ahsl	REQ
01 Jul 2008 13:47:57	Liver Function, Urea/Electrolytes	Normal	WARD10	barnsley	REQ
14 Apr 2008 15:11:51	Urea/Electrolytes	Normal	AE	ahsl	POS
27 Jul 2007 16:17:05	Hepatitis B Antibodies	Normal	WITU	ahsl	DEF
23 May 2007 15:17:49	Thyroid Profile	Normal	E81010	7282055	REQ
23 May 2007 15:06:15	Thyroid Profile	Normal	E81010	7282055	REQ
23 May 2007 11:40:20	Thyroid Profile	Normal	E81010	7282055	REQ
21 May 2007 12:08:41	Thyroid Profile	Normal	E81010	7282055	REQ
17 Nov 2006 12:06:35	Thyroid Profile	Normal	AE	ahsl	REQ
17 Aug 2006 16:32:50	OES Dilatation	Normal	AE	ahsl	REQ
17 Aug 2006 16:32:50	Random Glucose	Normal	AE	ahsl	REQ
02 Aug 2006 11:06:14	Calcaneus Left	Normal	AE	ahsl	REQ
19 Jul 2006 16:23:28	Magnesium	Normal	AE	ahsl	REQ
19 Jul 2006 16:22:31	Magnesium	Normal	AE	ahsl	REQ

<< Previous 20
Return
Next 20 >>

↓ **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.](#)

**NOTE:** The status of each request is updated as samples are processed.

- POS - Postponed
- REQ - Requested
- IP - In Progress
- RR - Report Ready

If more than 20 requests exist for the patient, **click** on 'Next 20>>' to view earlier test requests

Requested	Investigations	Priority	Loc	Ordered	Status
02 Aug 2006 11:06:14	Calcaneus Left	Normal	AE	ahsl	REQ
19 Jul 2006 16:23:28	Magnesium	Normal	AE	ahsl	REQ
19 Jul 2006 16:22:31	Magnesium	Normal	AE	ahsl	REQ
03 Nov 2008 11:07:53	Liver Function, Thyroid Profile	Normal	WARD10	newpath	REQ
03 Nov 2008 10:51:16	Urine Protein	Normal	WARD10	newpath	REQ
01 Oct 2008 15:54:00	Blood Count	Urgent/Stat	GP	newpath	REQ
26 Sep 2008 21:53:56	Urea/Electrolytes	Normal	WARD10	newpath	REQ
23 Jul 2008 10:31:12	Blood Culture	Normal	AE	ahsl	REQ

To go back to the previous screen, **click** 'Return'.

**NOTE:** Click on a Request with the status of 'RR' to open a window displaying the results of that test.

At any time -

To hide the most recent summary, **click** on the down arrow ↓

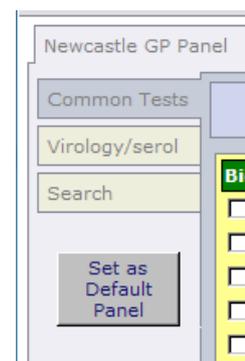
To display the most recent summary again, **click** on the up arrow ↑

Requested	Investigations
03 Nov 2008 11:07:53	Liver Function, Thyroid Profile
03 Nov 2008 10:51:16	Urine Protein
01 Oct 2008 15:54:00	Blood Count
26 Sep 2008 21:53:56	Urea/Electrolytes
23 Jul 2008 10:31:12	Blood Culture

Requested	Investigations
03 Nov 2008 11:07:53	Liver Function, Thyroid Profile
03 Nov 2008 10:51:16	Urine Protein
01 Oct 2008 15:54:00	Blood Count
26 Sep 2008 21:53:56	Urea/Electrolytes
23 Jul 2008 10:31:12	Blood Culture

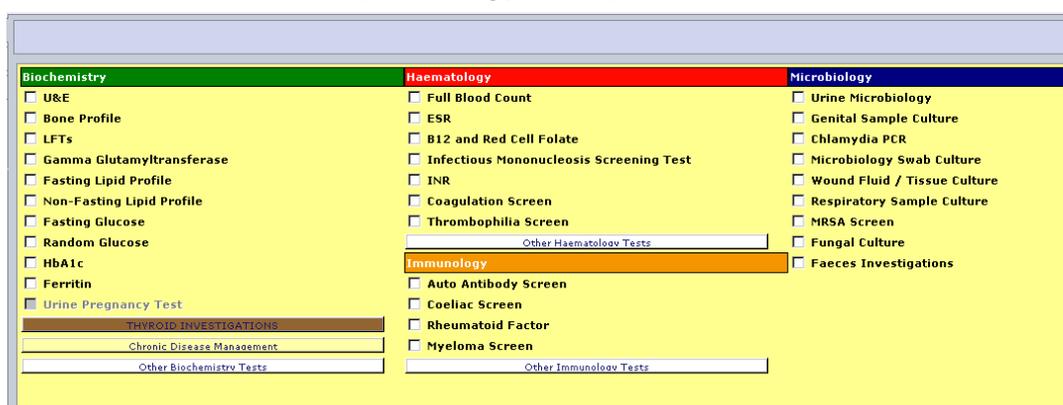
## PATHOLOGY REQUEST

Choose from the tests displayed on the main screen – ‘Common Tests’ – or choose from the vertical tabs on the left hand of the screen to select the required test discipline. (New tabs will appear as new disciplines are configured).



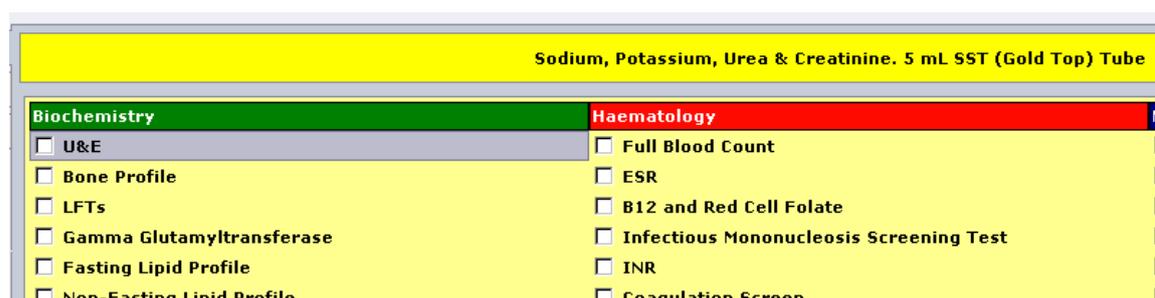
### Common Tests Request

The ‘Common Tests’ screen displays the most frequently requested tests made by GP practice based users for several pathology disciplines.



### Sample Request selection

When the mouse is moved over a test caption a help message will appear in the banner above the request page.



Please take note of any message

- The banner may display more details of the test available.
- The colour of the banner corresponds to the colour of the top of the tube or sample container required for the chosen test request.

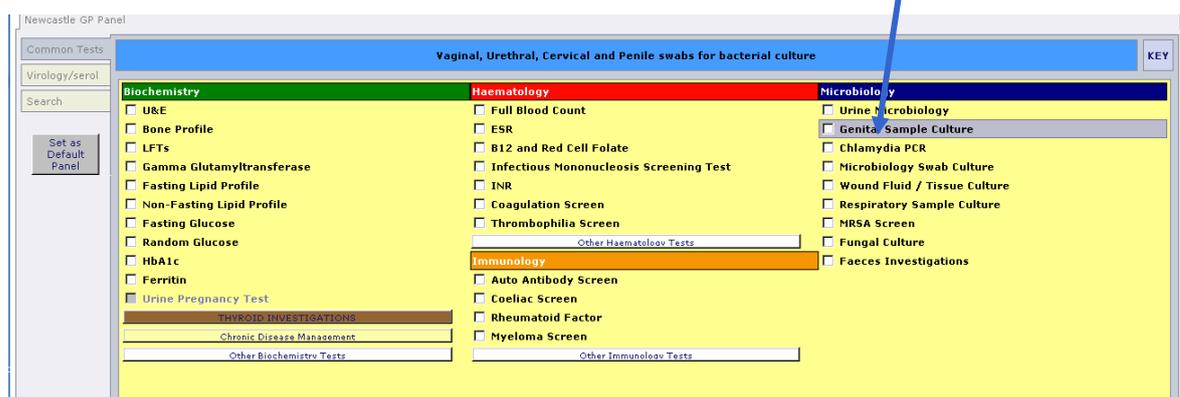
Now **select** the test required e.g. LFTs (Liver Function Tests) by clicking on the radio button.

## Microbiology Test Request

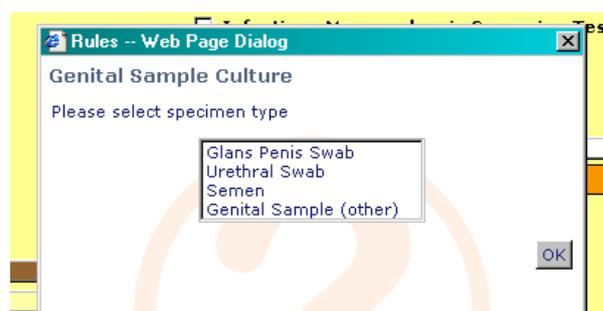
A test selected from Microbiology may request additional data specific to a microbiology test group.

### Example 1. Genital Sample Culture

**Click** on the 'Genital Sample Culture' box on the 'Common Tests' screen.



When prompted **select** the swab details from the drop-down menu by clicking on the specimen type and then, **click** on 'OK'.

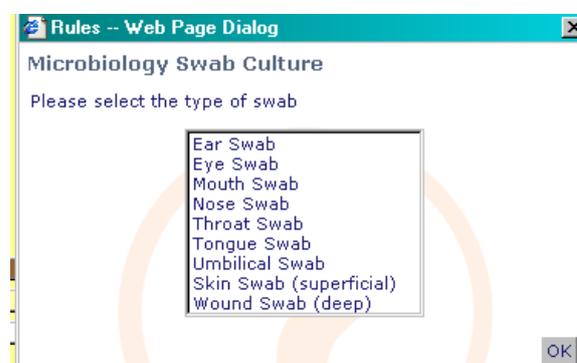


### Example 2. Microbiology Swab Culture

**Click** on the 'Microbiology Swab Culture' box on the common test screen.

When prompted **select** the swab type from the drop-down menu by clicking on the specific type and then, **click** on 'OK'.

Complete any further questions, **clicking** on 'OK' each time; after which you will be returned to the main request screen.

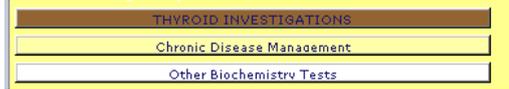


**NOTE:** Please enter full details of any Antibiotic therapy in the Clinical Details box of the order form.

Tests that are not available in 'Common Tests' may be found on other screens.

### Additional Test Requests

Additional test selections for Biochemistry, Haematology and Immunology are displayed by **clicking** on the appropriate white button, e.g. **click** on the 'Other Biochemistry Tests' button.



A list of additional tests for that discipline are displayed, (scroll down if necessary to view all tests listed).



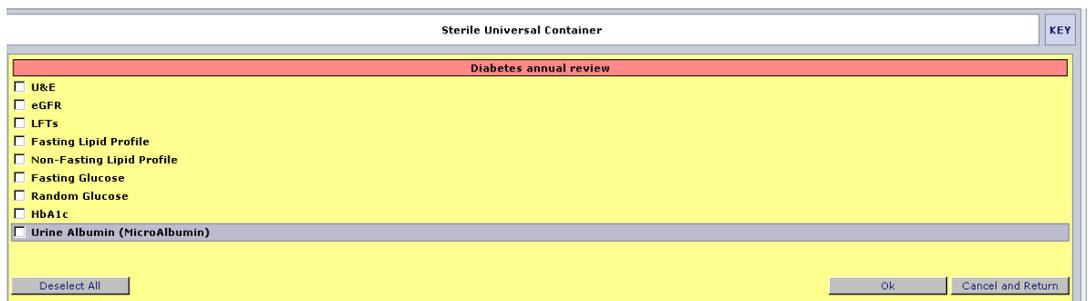
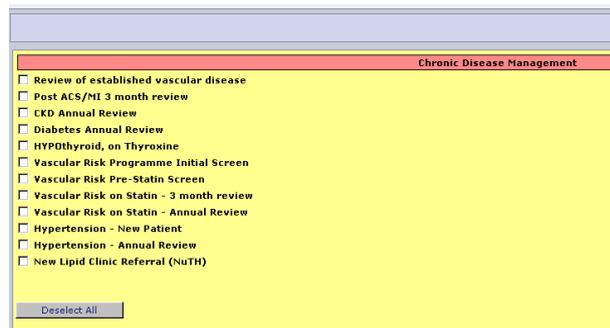
### Chronic Disease Test Request

**Click** on the 'Chronic Disease Management' button.

From the options presented **click** on the required disease review.

**Click** on the required tests from the recommended list displayed.

**Click** on 'OK' to continue.

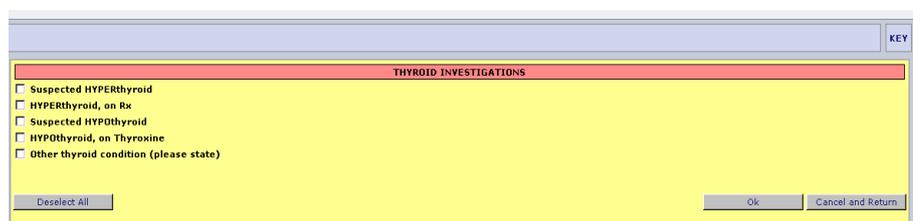


## Thyroid Investigation Test Request

Click on the 'Thyroid Investigations' button.



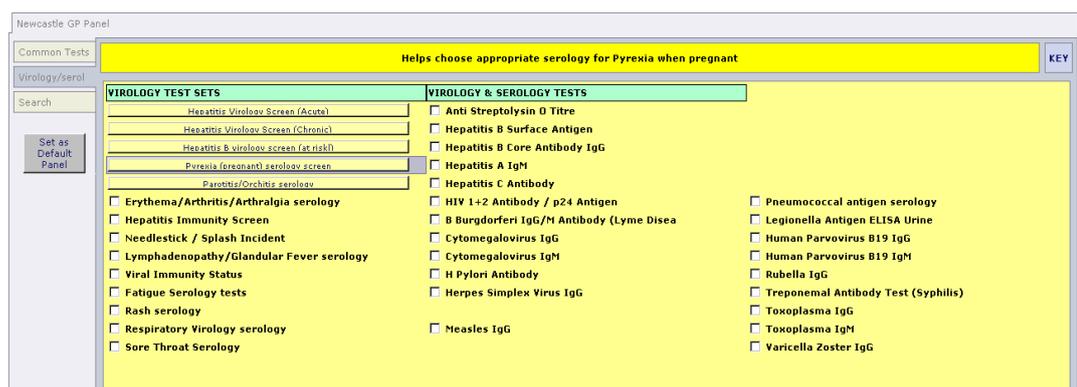
Click on the required test from the recommended list displayed.



Click on 'OK' to continue.

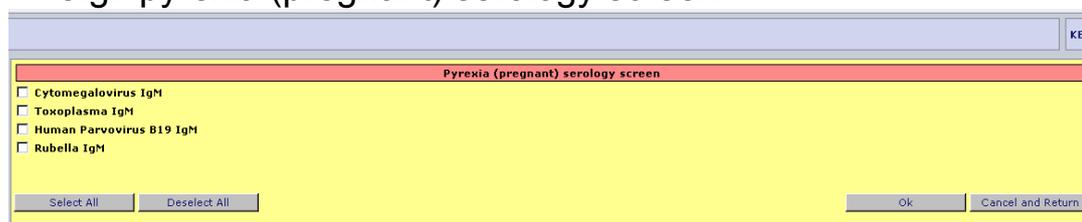
## Virology Test Request

Click on the 'Virology/serol' tab on the left hand side of the screen.



There are two parts to this screen;

- ❏ 'Virology Test Sets' – displays recommended tests based on the condition selected and rules-based questions answered, e.g. 'pyrexia (pregnant) serology screen'



Click on the test(s) required and then click on 'Ok'.

- ❏ 'Virology & Serology Tests' – displays individual tests.

## The Search Tab

To find any regularly requested test **click** on the 'Search' tab.

Enter the test searched for in the white box.

If the test name has been abbreviated or shortened then a full name may display 'No Results'.

Try entering only three characters from the name of the test searched for.

e.g. enter 'bil' for bilirubin in the search box if that particular test is required instead of a complete LFT.

Newcastle GP Panel

Common Tests

Virology/serol

Search

Set as Default Panel

Search:

for

Tests

Test Collections

Name:

bil

Search in:

this panel only

all tests/collections

Search type:

descriptions

codes

descriptions & codes

Search for text:

Anywhere in name

From the start of the name

Search

Bilirubin Total

Conjugated Bilirubin

Cord / Infant Suitability

Maternal Suitability

Serum Bile Acids (Pregnancy)

Sickle Solubility

**Press** <Enter> or **click** on 'Search' to display results

**Click** on the investigation required.

**Click** on another tab to select more tests.

**NOTE:** More than one test may be selected before continuing to the next stage.

## KEY

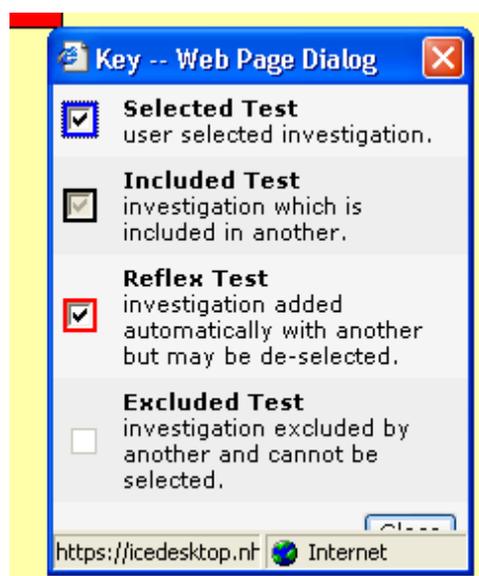
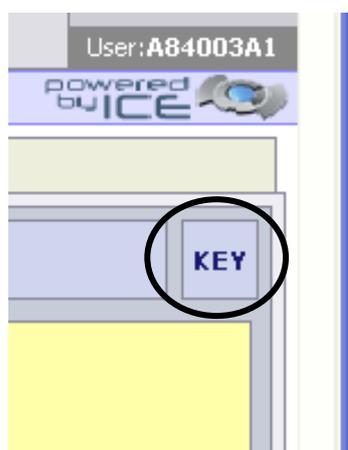
Sometimes the sample check boxes are unavailable or already checked.

This could be for various reasons:

- ✚ You may have already selected a test which includes other tests, in which case those other tests will not be able to be requested at the same time.
- ✚ Tests may also be excluded if they are restricted by patient sex or patient age.

Move the mouse cursor over a greyed out test to see why a box is unavailable or already checked.

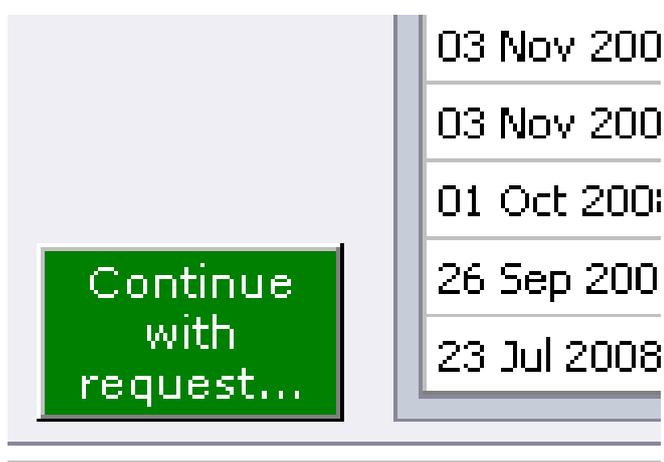
Click on the 'KEY' button at the top right hand of the screen to display a list of explanatory sample box highlights.



## Continue with Request

When all required test(s) have been requested, **click** on the green square at the bottom left of the screen 'Continue with request'.

The next screen will prompt for the order details.



## ENTER ORDER DETAILS

### General Details:

User details appear on the left hand side of screen.

A practice nurse or other user requesting on behalf of a GP/Nurse **must** change the requesting clinician field to display the name of the GP/Nurse responsible for the patient.

**Click** on the correct person from the drop down menu. The lablink report will be sent to this named individual.

The 'Location' box will automatically default to the practice making the request. The test results will be returned to this location.

Complete the 'Clinical Details:' by **typing** all relevant information in the box. Please be concise as the NUTH box is limited to 60 characters and should include relevant Antibiotic Therapy details.

Leave 'Category' at NHS unless ordering a CatII or Private test.

## Order Details:

Leave the priority box to display 'routine'. If the test is urgent then **select** 'Urgent' from the drop-down menu and phone the lab to alert them.

Order Details:  
 ↑ Haematology  
 Tests in this order: Full Blood Count  
 I want to fill out specimen details later  
 Priority: Routine  
 Sample collection options:  
 Sample Now

Order Details:  
 ↑ Microbiology  
 Tests in this order: Microbiology Swab Culture  
 I want to fill out specimen details later  
 Priority: Routine  
 Sample collection options:  
 Sample Now

## ORDER OPTIONS: - Postpone or complete the test request.

### Postpone a Test Request

To postpone the test click on the 'I want to fill out specimen details later' box.

The form will update.

To 'print a postponed request summary for this order', **click** on the box.

(This can be printed on standard A4 paper and given to the patient).

Order Details:  
 ↑ Haematology  
 Tests in this order: Full Blood Count  
 I want to fill out specimen details later  
 Priority: Routine  
 Sample collection options:  
 Sample Now

Order Details:  
 ↑ Haematology  
 Tests in this order: Full Blood Count  
 I want to fill out specimen details later  
 Print a postponed request summary for this order

To continue,

**click** on 'More Tests' to add more tests, or

**click** on 'Accept Request' to complete the order, or

**click** on 'Review' to see all test details.

More Tests    Accept Request    Review

This action will place the request on a pending queue and an order form will not be printed.

The pending queue can be accessed later when the specimen is to be taken.

**Collect Sample now;**

To proceed with an immediate request **click** on the 'Sample Now' radio button;

Click on 'Accept Request' to print the order.

Order Details:  
 ↑ Haematology  
 Tests in this order: Full Blood Count  
 I want to fill out specimen details later  
 Priority: Routine  
 Sample collection options:  
 Sample Now

**NOTE:**

If more than one type of test has been requested, order details will be required for each test group as, a separate order form will be printed for each group of tests; e.g.

- Blood Sciences
- Microbiology
- Microbiology (Immunology)

This is to enable the efficient movement of the sample within the laboratory without the need for manual relabeling and allocation.

*NOTE: All data for any request will be lost if another action is initiated before clicking on 'Accept Request'.*

If more than one type of test has been ordered, each test group can be allocated a different sampling option.

In this example there are two order forms;

the microbiology sample is **Sampled Now**.

but

the blood test is **postponed**.

pt Request' button to continue or 'More Tests' to add more tests. Fields

Order Details:  
 ↑ Microbiology  
 Tests in this order: Microbiology Swab Culture  
 I want to fill out specimen details later  
 Priority: Routine  
 Sample collection options:  
 Sample Now

↑ Haematology  
 Tests in this order: Full Blood Count  
 I want to fill out specimen details later  
 Print a postponed request summary for this order

**REVIEW:**

To review the order before proceeding **click** on the **'Review'** button at the bottom right of the screen.



A summary of Investigations Requested will be displayed.



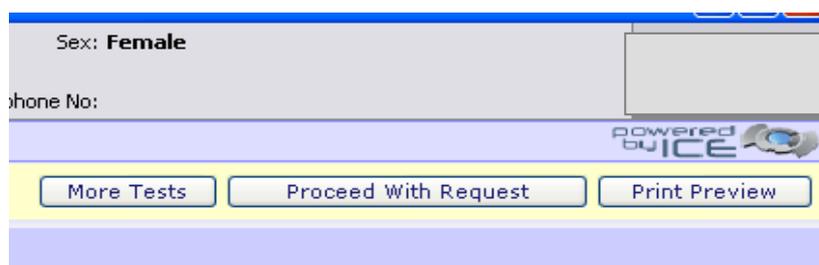
If ICE has requested additional information during the test request - through one or more drop down boxes - the choices made are listed under the sample details.

The **'Replay Rules'** box gives you the opportunity to amend the choices made without the need to return to the main test request screen.

Closing any 'Rules' box by clicking on the 'red X'  will **delete** the entire request so always follow the selection procedure as previously described and **click** on 'OK' at each stage to record the selection.

Having completed the review, continue by clicking on one of the following:

-  More tests
-  Proceed with Request
-  Print Preview



## PRINTING THE ORDER

Make sure that the ICE stationery is correctly loaded in the printer.

If using a tray in a HP2015 then the form should be loaded **face down** with the labels nearest to you.

If using the **manual feed tray** in a multiple tray printer then the form should be loaded **face up** with the labels nearest to the printer.

**Please wait for the Printer Selection Box to open to enable printing of the order, before completing the process by pressing 'Proceed'.**

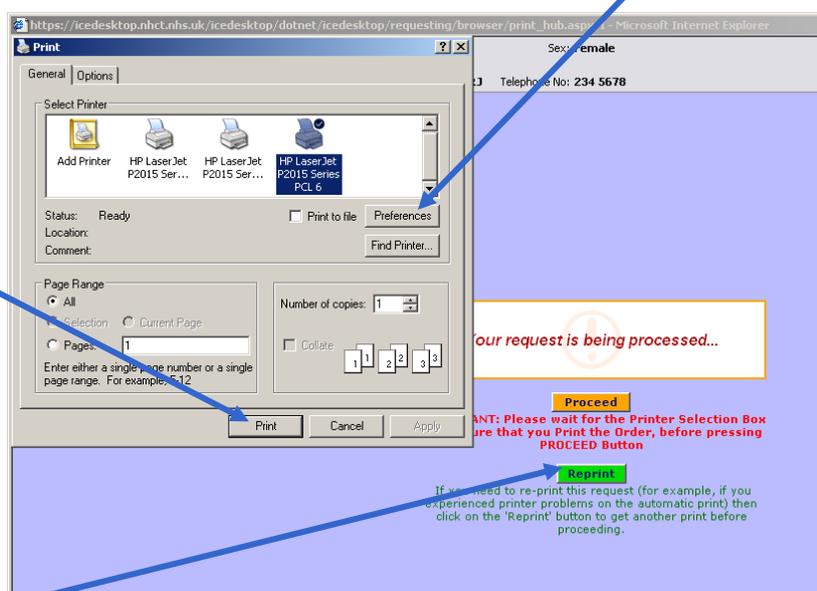
The printer settings may need to be changed in order to use the manual feed option. This can be done by choosing the 'Preferences' button on the Print Dialog box (or by asking your practice IT lead).

When the Print Dialogue Box opens,

select the correct printer, and

**click on 'Print'.**

If there has been a printer problem or if additional labels are needed, **click 'Reprint'** before proceeding.



If several test requests have been made, there may be more than one request form to print. The system will prompt by displaying the print dialog box for each order form, **click on 'Print'** for each request/form before clicking on 'Proceed'.

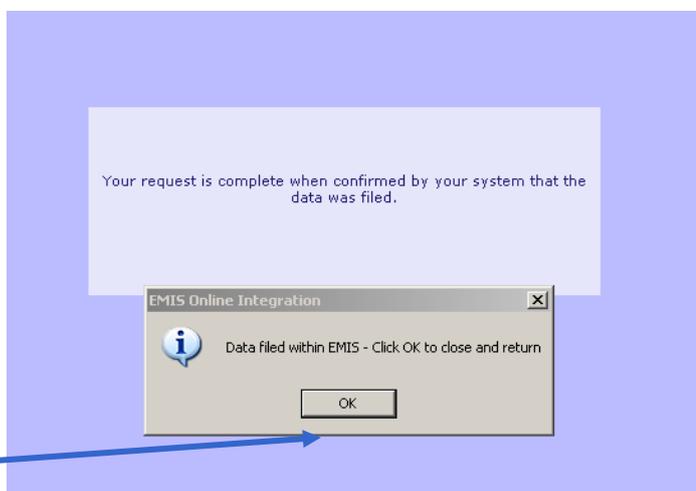
**Please wait until the request has successfully printed before clicking on 'Proceed'.**



NOTE: Examples of sample forms can be found in the appendix.

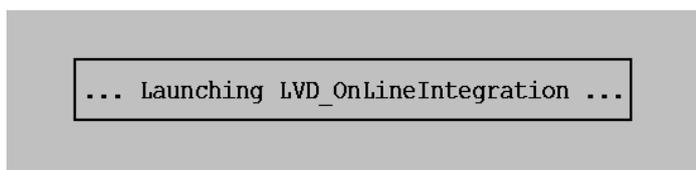
When the test request is complete and all order forms have been printed

- the next screen confirms that the order has been filed in the clinical system.

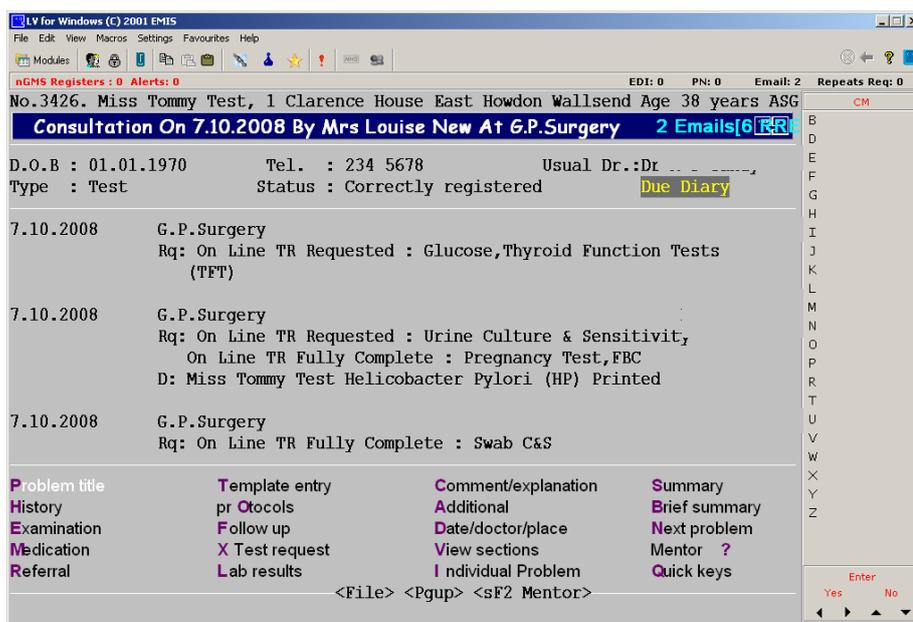


Click 'OK' to return to EMIS.

Wait until this EMIS message clears before proceeding.



The Test complete exit screen will update and display the status of the requested test(s).



Save and Exit the patient in the normal way.

**SUMMARY**

There are three stages to the SUNQUEST ICE Requesting procedure:

1. Find Patient
2. Choose Samples
3. Complete Details

**Central Phlebotomy Service**

Requests for patients referred to the Central Phlebotomy Service to have samples taken should be made on a manual form and sent to the laboratory as normal.

**IMPORTANT**

Always complete the prompts to successfully make an electronic sample request.

Do not attempt to escape from any ICE Requesting page by clicking on the Red 'X' at the top right hand side of the screen otherwise the request may be lodged in ICE but details will not be posted back into EMIS.

✚ Maintain stocks of manual request forms to use in the event of an ICE systems failure.

✚ Do not combine electronic and manual requesting.

Use either:

- ICE Online Electronic Pathology Requesting and ICE forms and sample bags,

or

- Traditional manual forms/ sample bags

## 5. MANAGING REQUESTS

This section is designed to take new Users through all procedures related to editing electronic sample requests in ICE. These include:

- ✚ Processing a postponed request.
  - ✚ Updating an order to change a request.
  - ✚ Adding an additional request(s).
  - ✚ Deleting a request.
  - ✚ Viewing the status of requests.
- 

To have a note written back into the patient consultation note in EMIS confirming that a postponed sample has been taken it is necessary to access ICE through 'CM – Consultation Mode'.

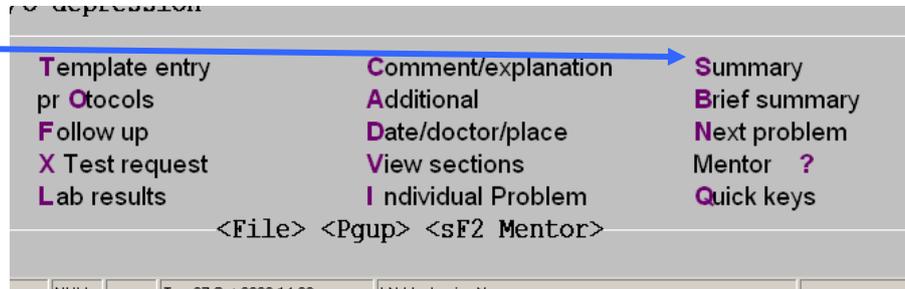
It is also possible to access, view and amend electronic test requests through 'MR - Medical Records'; changes will be written back to the on-line test request screen in EMIS but a note confirming that a postponed sample has been taken will not be written back into the Consultation Notes.

## Process a postponed sample request

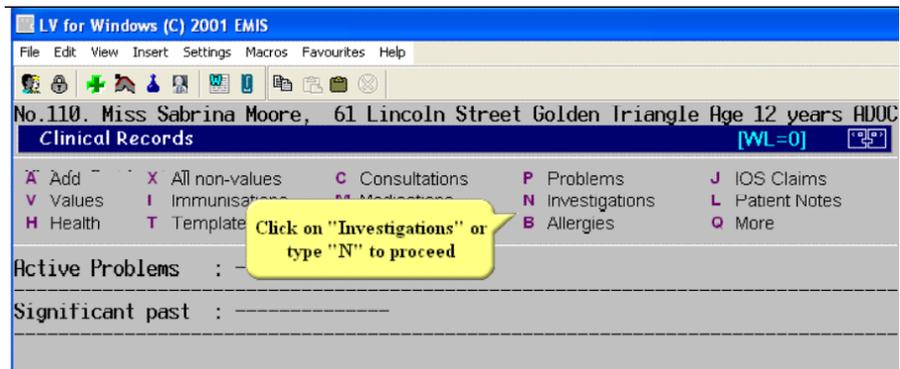
Logon and Select the patient in the normal way

Type or Click 'CM – Consultation Mode'.

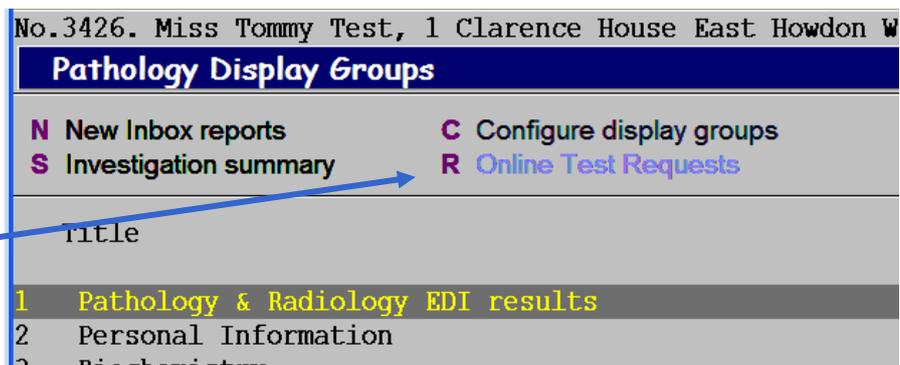
Type 'S' or click on 'S - Summary' from the menu at the bottom of this screen to select the Clinical Record Screen.



In the Clinical Records screen type or click 'N'- Investigations from the menu at the top of the screen.



At the Pathology Display Groups screen - Type or click 'R' – Online Test Requests



Samples that have been postponed in ICE are filed under 'REQUESTS'.

Req Date	Stat Date	Code Description	Requestor	Batch Stat	No.in batch
<b>REQUESTS</b>					
07.10.2008	07.10.2008	Urine Culture & Sens ASG		Requested	1
<b>SAMPLED</b>					
<b>COMPLETE</b>					
31.10.2008	31.10.2008	Urine Microscopy	Unknown	Fully Complete	1
31.10.2008	31.10.2008	INR	Unknown	Fully Complete	3
27.10.2008	27.10.2008	Pregnancy Test	Unknown	Fully Complete	1

From OnLine Test Ordering highlight an outstanding request and click 'S - Sample Now'

No.3426. Miss Tommy Test, 1 Clarence House East Howdon Wallsend Age 38 years AS

**On Line Test Ordering**

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

Req Date	Stat Date	Code	Description	Requestor	Batch	Stat	No.in batch
<b>REQUESTS</b>							
07.10.2008	07.10.2008		Urine Culture & Sens ASG			Requested	1
<b>SAMPLED</b>							
<b>COMPLETE</b>							

The patient details are displayed across the top left and centre of the screen.

The ICE Interface will open and display the details of the selected test request.

Patient Name: **JOHN-TEST CLINTON-TEST** Hospital No.: **FRA1521638** [See Case Note Numbers](#) Sex: **Male** << Back Admin Location  
 Date of Birth: **12 February 1965** NHS no: **666 666 6666**  
 Address: **43 CORROFELL GARDENS, GATESHEAD, TYNE AND WEAR, NE10 0YQ** Telephone No: **01912231282** User:A12345T1

**General Details**

Username: **A12345T1**  
 Bleep / Contact No:  
 Requesting Consultant / GP: **TEST PHLEBOTOMIST (A12345T1)**  
 Location: **Admin Location**  
 Clinical Details: **trgdjfkvhuyu**  
 Priority: **Routine**  
 Telephone Results: **No**  
 ICEMail Results: **No**  
 Category: **NHS**  
 Sample Containers Required: **1 x Sterile Universal Container**

**Additional Information**

**Examination(s) Requested**

**Urine Microbiology (Urine Type=Clean Catch Urine)**

**Microbiology**  
 Tests in this order: *Urine Microbiology*  
 Sample collection options:  
 Sample Now  
 Accept Request

To record taking of the sample **click** on the 'Collect Sample Now' radio button, then **click** on 'Accept Request', Proceed as normal to Print and .

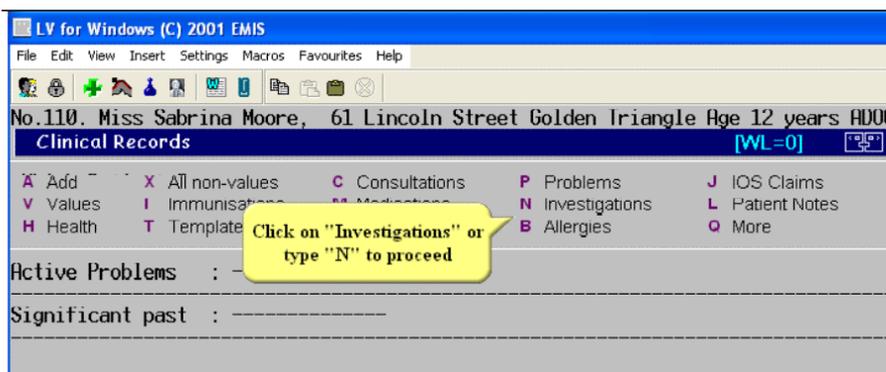
The screen will then return to EMIS and the status of the request will have been moved to the 'Sampled' and then to the 'Complete' list. The Consultation notes are updated confirming that the postponed test has been completed.

## UPDATE A REQUEST: Delete or add further tests

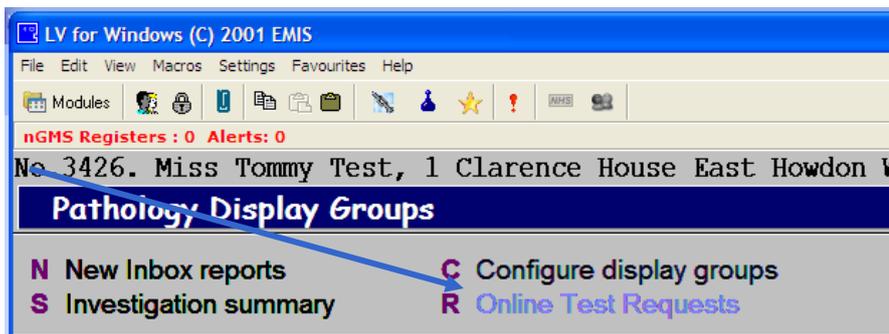
Changes can only be made to requests that are still displayed in 'Requests by Patient' and which have not yet been collected by the courier.

Logon and Select the patient in the normal way

In the Clinical Records screen **Type** or **click 'N'** - Investigations from the menu at the top of the screen.

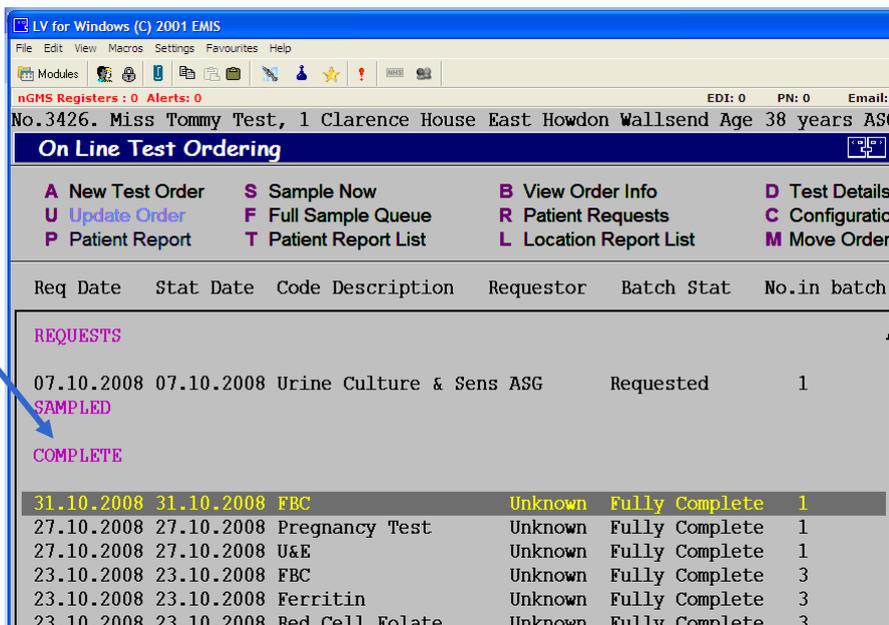


At the Pathology Display Groups screen - **Type** or **click 'R'** - Online Test Requests

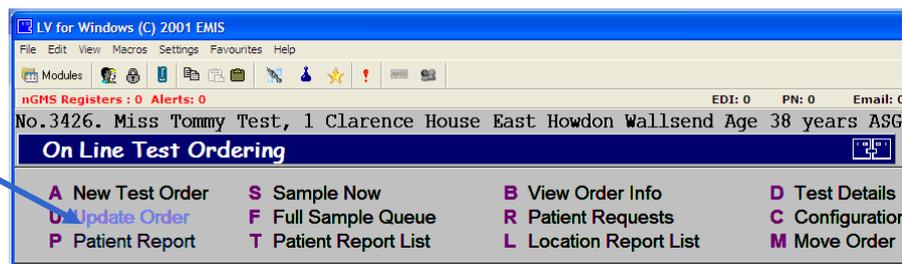


Samples that have had paperwork printed are filed under 'COMPLETE'.

Highlight the sample to update by clicking on the sample line,

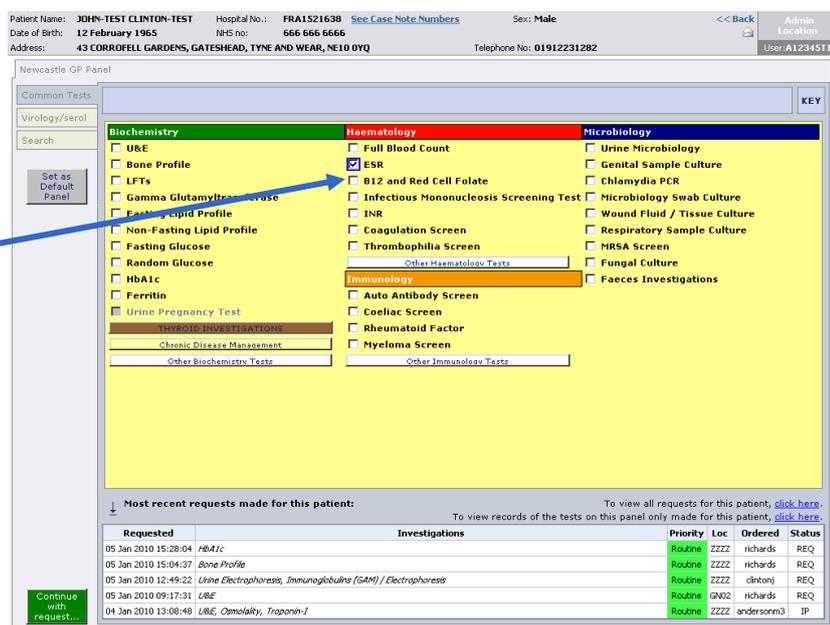


then .... Type  
or click 'U' –  
Update Order'



The web browser is launched to the Pathology ICE server and the user will see the test configuration screens as displayed under the previous heading 'To make a test request'.

If required  
deselect a  
request by  
clicking on  
the  
previously  
selected test  
e.g.(ESR) to  
uncheck the  
test box.



To Select  
additional  
requests

make selections from any tab.

NOTE: To delete all previous requests without making any new sample requests use the procedure to delete a test request described on page 32.

Complete the request by selecting the 'Continue with request' button, complete the details and sample collection information as previously described.



Continue to print and 

You are returned to the EMIS Online Test Requests screen and the details of your changes are listed, deletions are listed under **Deleted**.

NOTE: Previous request forms and labels should be destroyed and only the newly printed form and labels used.

NOTE: To Repost a completed request as 'Postponed'

- select 'U – Update Order'
- 'Continue with Request', and
- check the '*I will complete this request/print the form later*' box.

The order will then be filed in ICE as POS.

### **Making changes to Pathology requests already booked at the hospital.**

NOTE: Please take care to include all required tests on the ICE order form sent with the samples to the laboratory.

However, in the event that it is necessary to request an additional test from a sample already sent to, or received by, the laboratory the user should telephone the lab to request an additional test as at present.

When users add tests, by phone, to requests that have already been received by the lab, there is nothing else to do on ICE requesting. The lab will update the ICE request, complete the tests, and the results will be reported as normal.

In this case the additional request will need to be manually added to the patient record.

## DELETE A TEST REQUEST

EMIS LV does not have a menu or key process to delete a request or batched request completely so it is necessary to complete a two-stage process, one in ICE and a matching one in EMIS LV.

### 1. Deleting Requests in ICE

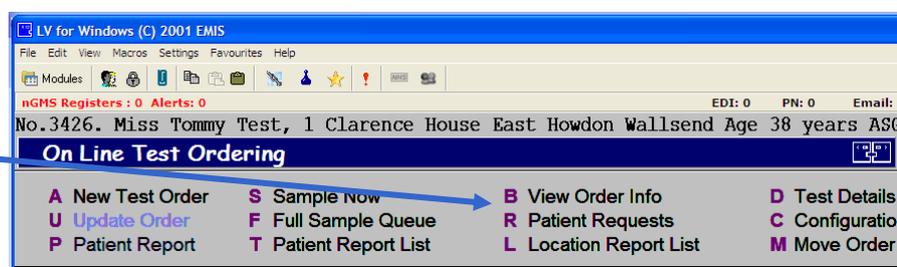
Log into EMIS and select the patient.

In the Clinical Records screen

**Select** – N Investigations

**Select** - R Online Test Requests.

Highlight an outstanding request and **select** 'R- Patient Requests'.



The web browser is launched to the Pathology ICE server and a list of 'Requests by Patient' is displayed.

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Status
11/Nov/2008 09:45	11/Nov/2008 09:45	FLUID - Fluid culture(=Haematoma(Specimen Site=Abdominal), tests required=Culture + sensitivity, Past antibiotic=NONE, Intended antibiotic=Amoxicillin)	[ALL] (excludes deleted requests)
11/Nov/2008 09:55	11/Nov/2008 09:55	?E - U&E   ?ESR - ESR (at NTGH or VGH)   ?FBC - FBC	[ALL] (excludes deleted requests)
29/Oct/2008 13:53	29/Oct/2008 13:53	?FBC - FBC	Booked Into Appointment
21/Oct/2008 14:12	21/Oct/2008 14:12	UCULT - Urine Culture & Sensitivity(Specimen Type=Catheter Specimen Urine, Past antibiotic=NONE, Current antibiotic=NONE, Intended antibiotic=Trimethoprim)	Deleted
21/Oct/2008 14:11	21/Oct/2008 14:11	?E - U&E   ?GT - GGT   ?L - Liver Function Tests (LFT)	Pending Appointment
23/Sep/2008 17:07	23/Sep/2008 17:07	?AFP - Alpha fetoprotein (AFP)   ?E - U&E   ?GLU - Glucose(Sample=Fasting, Clinical Details=DM)[IGT screen]   ?L - Liver Function Tests (LFT)	Postponed
23/Sep/2008 14:18	19/Sep/2008 14:18	?URA - Urate	Requested
19/Sep/2008 13:26	19/Sep/2008 13:26	?FBC - FBC	Received in lab
			Reports received
			Specimens collected
			On Worklist
			Specimens not collected

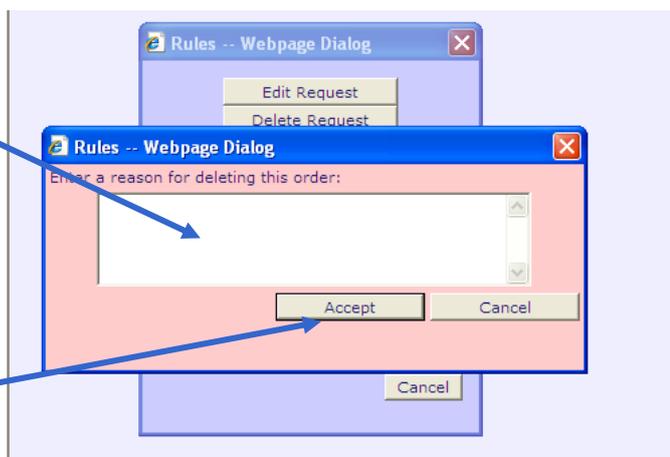
**Click** on the request required;

A web Dialog box opens with a menu

To delete the request **click** on 'Delete Request'



Enter a free text reason for deletion.



Click Accept.

The test is deleted from the ICE interface.

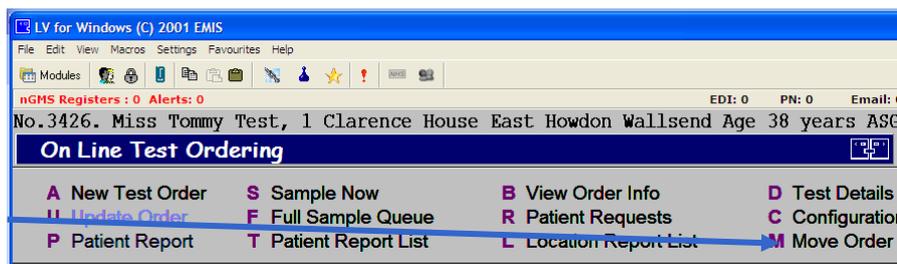
Having deleted the required request(s), close the ICE interface by clicking on the  at the top right hand corner of the screen.

The EMIS Request Update form is displayed.

## 2. Deleting Requests in EMIS LV

The deleted request does not show under 'DELETED' in the Patient Request Summary box,

to manually delete the request in EMIS – type or click 'M' – Move Order and choose 'Delete'.



The details of your deletions are listed in the request update box under 'Details'.

## REPRINT A TEST REQUEST

Log into EMIS and select the patient.

Enter the **MR** module and

**Select – ‘N Investigations’**

**Select – ‘R Online Test Requests’.**

Highlight an outstanding request and **select ‘R Patient Request’.**

The web browser is launched to the Pathology ICE server and a list of ‘Requests by Patient’ is displayed.

EMIS OnLine Test Request Integration			
Patient Name: <b>Hr Michael MOUSE</b>		Hospital No.: <b>ICE31385</b>	
Date of Birth: <b>15 November 1968</b>		Sex: <b>Male</b>	
Address: <b>36 Lynn Road, Walkerville, Wallsend, Tyne And Wear, NE28 8QA</b>		Telephone No: <b>01912634444</b>	
Requests By Patient:			Status: <b>[ALL] (excludes deleted requests)</b>
Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	
11/Nov/2008 09:45	11/Nov/2008 09:45	<b>FLUID - Fluid culture of Haematomata (Specimen Site=Abdominal), tests required=Culture + sensitivity, Past antibiotic=NONE, Intended antibiotic=NONE, Intended antibiotic=Amoxycillin</b>	<b>[ALL] (excludes deleted requests)</b>
11/Nov/2008 09:55	11/Nov/2008 09:55	<b>?E - USE   ?ESR - ESR (at NTGH or VGH)   ?FBC - FBC</b>	Booked Into Appointment
29/Oct/2008 13:53	29/Oct/2008 13:53	<b>?FBC - FBC</b>	Deleted
21/Oct/2008 14:12	21/Oct/2008 14:12	<b>UCULT - Urine Culture &amp; Sensitivity (Specimen Type=Catheter Specimen Urine, Past antibiotic=NONE, Current antibiotic=NONE, Intended antibiotic=Trimethoprim)</b>	Pending Appointment
21/Oct/2008 14:11	21/Oct/2008 14:11	<b>?E - USE   ?GT - GGT   ?L - Liver Function Tests (LFT)</b>	Postponed
23/Sep/2008 17:07	23/Sep/2008 17:07	<b>?AFP - Alpha fetoprotein (AFP)   ?E - USE   ?GLU - Glucose (Sample=Fasting, Clinical Details=DM/IGT screen)   ?L - Liver Function Tests (LFT)</b>	Requested
23/Sep/2008 14:18	23/Sep/2008 14:18	<b>?URA - Urate</b>	Reports received
19/Sep/2008 13:26	19/Sep/2008 13:26	<b>?FBC - FBC</b>	Specimens collected
11/Nov/2008	11/Nov/2008	<b>UICHT - Urine Culture &amp; Sensitivity (Specimen Type=Mid Stream Urine, Past antibiotic=NONE, Current antibiotic=NONE, Intended antibiotic=NONE)</b>	On Worklist
			Specimens not collected

**Left click** on the request required;

A web Dialog box opens with a menu

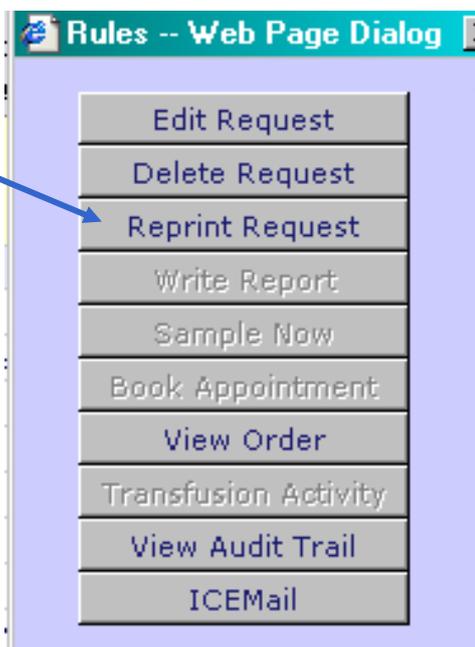
To reprint the request **click** on ‘Reprint Request’

Select **Print** when prompted, then **Proceed**.



Click **Accept**.

Click **OK** to close the Request-Update box.



## PATIENT REQUESTS LIST

The standard ICE Requests by Patient screen displays all test requests excluding those that have been deleted.

Requests by Patient Investigations can be filtered by changing the status of the order or the Sample type using the drop-down menu at the top right hand of the screen

e.g. To view test requests that have been deleted in ICE choose 'Deleted'

The screenshot shows the 'Patient Request List' interface for Miss Tommy TEST. The status dropdown menu is open, showing options: [ALL] (excludes deleted requests), Booked Into Appointment, Deleted, Pending Appointment, Postponed, Requested, Received in lab, Reports received, Specimens collected, On Worklist, and Specimens not collected.

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)
28/Nov/2008 10:31	28/Nov/2008 10:31	HAIMM - Hepatitis A antibody (total)
28/Nov/2008 10:23	28/Nov/2008 10:23	SWABS - Swab C&S(Specimen type=Nasal swab(Nostril=Left), Past antibiotic=Penicillin, Current antibiotic=Penicillin antibiotic=Amoxycillin)
28/Nov/2008 10:23	28/Nov/2008 10:23	?FBIL - Fluid Bilirubin(Fluid type=Unknown)
21/Nov/2008 12:01	21/Nov/2008 12:01	?GT - GGT

The screen will be updated to display deleted test requests.

The reason for the deletion may be viewed by holding the mouse over an order.

The screenshot shows the 'Patient Request List' interface with the status dropdown set to 'Deleted'. The table below shows the filtered results, including a tooltip for a cancelled order.

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
28/Nov/2008 10:33	28/Nov/2008 10:33	?CA - Calcium [ ?FOB - Faecal Occult Blood	RPMC	A8703021	DEL
28/Nov/2008 10:31	28/Nov/2008 10:31	HAIMM - Hepatitis A antibody (total)	RPMC	A8703021	DEL
28/Nov/2008 10:23	28/Nov/2008 10:23	?FBIL - Fluid Bilirubin(Fluid type=Unknown)	RPMC	A8703021	DEL

This order was cancelled because: not required

## **USING THE ICE REQUEST POUCH**

When the sample has been taken;

- 1.** Remove label(s) from the printout and attach to specimen tube(s) as described on the sample order form. Please avoid contact with the barcode.
- 2.** Insert the Sample tube(s) and container(s) in the pouch, add the paper forms, then remove the adhesive strip cover and fold over the flap to seal the pouch.
- 3.** Place in courier collection point.

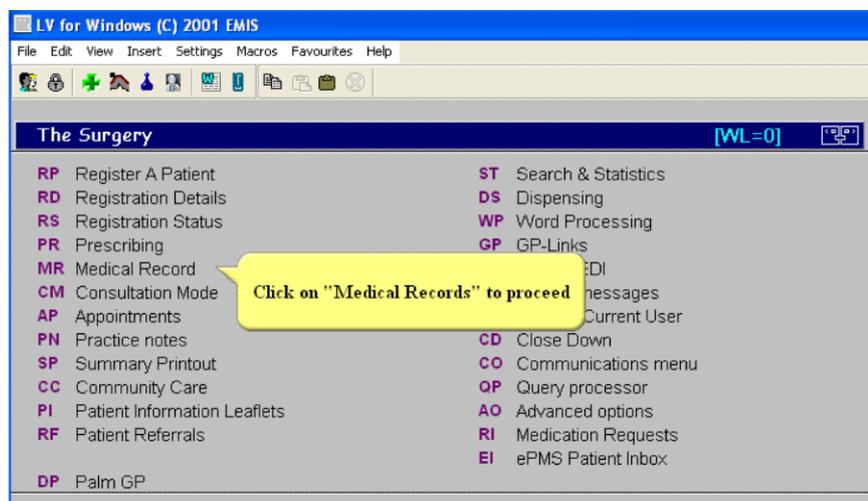
## 6. SUNQUEST ICE REPORTING

This section is designed to take new users through all procedures related to viewing electronic reports in ICE.

- ✚ These include pathology reports (all disciplines) and microbiology reports (radiology reports and discharge reports are expected to be available at a later date). The system will deliver any report directly to a ward location or GP.
- ✚ Each report discipline is colour coded for ease of use.
- ✚ Report lists can be displayed by patient or location and the list has indicators to show if the report contains any abnormal results and if it has been previously read.
- ✚ Results can be displayed graphically using a single chart or multiple charts.
- ✚ A cumulative display is also available to show trends and this display can be manipulated to only show results of selected tests or investigations.

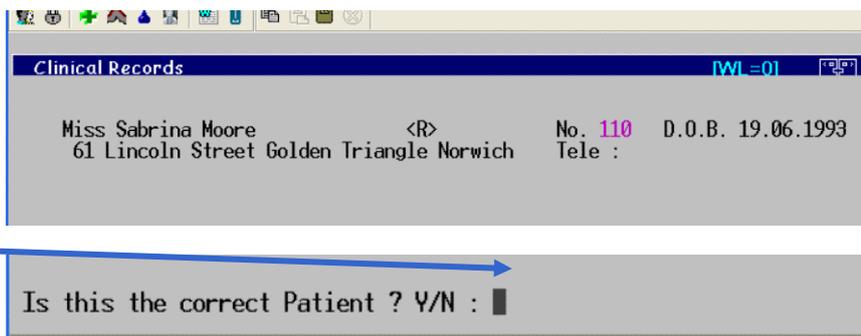
From the EMIS home page;

Select 'MR - Medical Records'

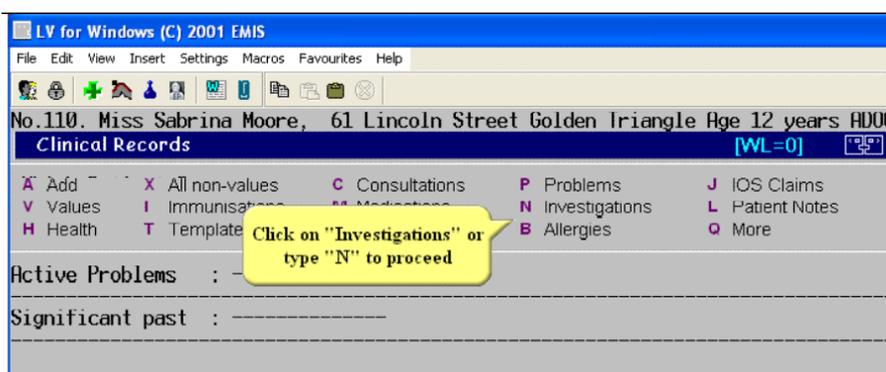


Type in the name of the Patient when prompted.

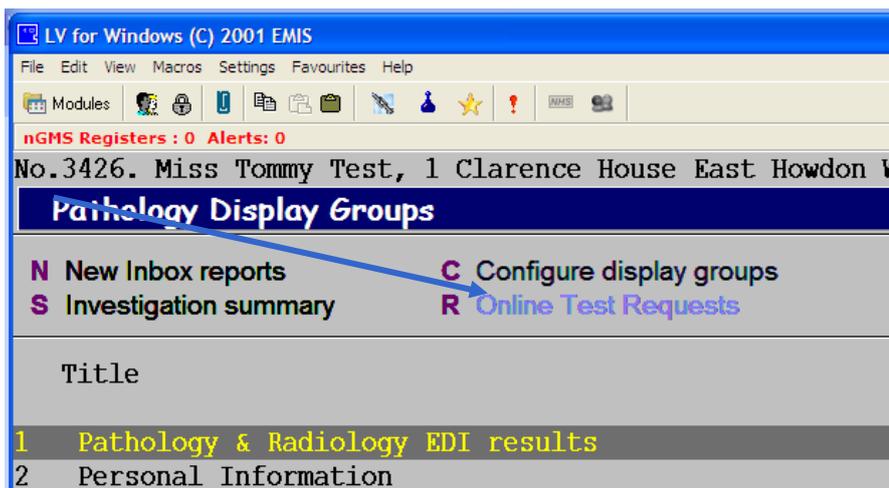
Confirm that the patient details are correct by typing 'Y'



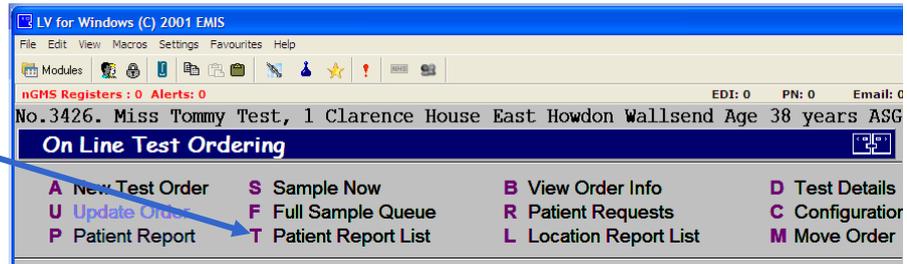
In the Clinical Records screen Type or click 'N'-Investigations from the menu at the top of the screen.



At the Pathology Display Groups screen - type or click 'R' - Online Test Requests.



At the On Line Test Ordering screen or click 'T Patient Report List'



The ICE Interface page will open and display reports for the chosen patient.

**NOTE: If there is more than one entry matching the patient demographics supplied then a patient list will be presented and the user will need to select the correct patient.**

**Please copy the details of the duplicate result and ask your ICE Superuser to send them to the ICE Administrator.**

## PATIENT REPORTS

A list of all reports for the selected patient will be displayed.

Reports are found and returned in batches, latest 20 reports first.

Patient Name: **JOHN-TEST CLINTON-TEST** Hospital No.: **FRA1521638** [See Case Note Numbers](#) Sex: **Male** << Back Admin Location  
 Date of Birth: **12 February 1965** NHS no: **666 666 6666**  
 Address: **43 CORROFELL GARDENS, GATESHEAD, TYNE AND WEAR, NE10 0YQ** Telephone No: **01912231282** User: **A12345T1**

Location: [All locations] Filter by specialty: [All specialties] Clinician: [All clinicians] Show reports up to: [06/01/2010] Show reports from: [01/01/2010]

Print last 5 reports. Show [All reports]

< Earlier reports Later reports >

Investigation	Requested By	Location	Sample Number	Sample Collected	Sample Received	Report Date	Status
Chlamydia PCR	DR D NEELY	FRH General Nephrology O/P	MG316072X	03 Jan 2010	03 Jan 2010	03 Jan 2010 11:12	F
Full blood count	DR JOHN CLINTON (TEST)	Einfield Health Group	HH700024T	24 Dec 2009	24 Dec 2009	24 Dec 2009 12:23	F
Full blood count	DR JOHN CLINTON (TEST)	Einfield Health Group	HH700023C	24 Dec 2009	24 Dec 2009	24 Dec 2009 12:12	F
e Glomerular Filtration Rate	DR JOHN CLINTON (TEST)	Einfield Health Group	BB425026P	21 Dec 2009	21 Dec 2009	21 Dec 2009 12:52	F
UE	DR JOHN CLINTON (TEST)	Einfield Health Group	BB425026P	21 Dec 2009	21 Dec 2009	21 Dec 2009 12:52	F
FAECES CULTURE	DR JOHN CLINTON (TEST)	Einfield Health Group	MG999999M	18 Dec 2009	18 Dec 2009	18 Dec 2009 12:50	F
Gamma Glutamyltransferase	DR EMS ADAMS	Admin Location	BB425000G	16 Dec 2009	16 Dec 2009	16 Dec 2009 15:07	F
UE	DR EMS ADAMS	Admin Location	BB600694C	16 Dec 2009	16 Dec 2009	16 Dec 2009 10:16	F
Bone	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
LFTs	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
UE	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
CHLAMYDIA PCR	DR EMS ADAMS	Admin Location	MG630402H	10 Dec 2009	10 Dec 2009	10 Dec 2009 16:31	F
TFS profile code	DR D NEELY	Admin Location	BB600542C	03 Dec 2009	03 Dec 2009	03 Dec 2009 17:42	F
Urine Osmolality	DR D NEELY	Admin Location	BB6005295	30 Nov 2009	30 Nov 2009	03 Dec 2009 17:41	F
BIOCHEMISTRY: BONE, UBE, LFT	DR KH TEW	Oxford Centre (Friarsleigh HC)	BB999998C	10 Nov 2009	10 Nov 2009	30 Nov 2009 20:00	UN
Microalbumin	DR D NEELY	Admin Location	BB600528L	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
HbA1c (IFCC)	DR D NEELY	Admin Location	BB600526X	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
HbA1c	DR D NEELY	Admin Location	BB600526X	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
Fasting Glucose	DR D NEELY	Admin Location	BB600525R	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:25	F
Fasting lipid profile	DR D NEELY	Admin Location	BB600524B	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:25	F

Each line is colour coded to make identification of the different disciplines easier.

Reports containing abnormal results are marked in red.

UE	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
CHLAMYDIA PCR	DR EMS ADAMS	Admin Location	MG630402H	10 Dec 2009	10 Dec 2009	10 Dec 2009 16:31	F
TFS profile code	DR D NEELY	Admin Location	BB600542C	03 Dec 2009	03 Dec 2009	03 Dec 2009 17:42	F
Urine Osmolality	DR D NEELY	Admin Location	BB6005295	30 Nov 2009	30 Nov 2009	03 Dec 2009 17:41	F
BIOCHEMISTRY: BONE, UBE, LFT	DR KH TEW	Oxford Centre (Friarsleigh HC)	BB999998C	10 Nov 2009	10 Nov 2009	30 Nov 2009 20:00	UN
Microalbumin	DR D NEELY	Admin Location	BB600528L	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
HbA1c (IFCC)	DR D NEELY	Admin Location	BB600526X	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
HbA1c	DR D NEELY	Admin Location	BB600526X	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F

To list earlier or later reports,

**click**

'Earlier reports>>>'

or

'<<<Later reports'

Search

< Earlier reports Later reports >

Investigation	Requested By	Location
Chlamydia PCR	DR D NEELY	FRH Gener.

## FILTER REPORTS

If there are too many reports listed, use the filters to reduce the number of reports displayed; filter by speciality, location, clinician and date.

For example, if the 'Speciality' filter is changed from 'All Specialties' to 'Medical Microbiology', only Microbiology reports will be displayed in the list.

< Earlier reports      Later reports >

Investigation	Requested By	Location
Chlamydia PCR	DR D NEELY	FRH General Microbiology

To view reports between specified dates;

**Click** the 'Show reports from' radio button and then **click** on the date box to bring up a calendar to select a date.

Move to the correct month and year and **select** the day to view reports from.

Sample Number	Sample Collected	Sample Received	Re
MC316072Y	03 Jan 2010	03 Jan 2010	03

Repeat the selection if required for the 'Show reports up to' option.

When up to four options have been selected **click** on 'Search' to commence the filter.

Each list is presented in Report Date sequence, latest first.

To re-sequence the displayed list of up to 20 reports **click** on a column header.

Search

< Earlier reports      Later reports >

Investigation	Requested By	Location
Chlamydia PCR	DR D NEELY	FRH Gene
Full blood count	DR JOHN CLINTON (TEST)	Elmfield H
Full blood count	DR JOHN CLINTON (TEST)	Elmfield H
e Glomerular Filtration Rate	DR JOHN CLINTON (TEST)	Elmfield H
UE	DR JOHN CLINTON (TEST)	Elmfield H

For example, **click** on the 'Investigation' header and the reports will be sorted by investigation name.

## PRINTING REPORTS

To print a number of reports from the filtered list, **select** the number of reports to print, and then **click** 'Print'.

Telephone No: 01912231202

Show reports up to 06/01/2010 ...

Show reports from 01/01/2010 ...

Print last 5 reports.

Show All reports

The reports to be printed are displayed on screen.

If a hard copy is required, click the 'Print' button.

The selected reports are printed in a continuous stream.

## VIEW REPORT DETAILS

From the report list **click** anywhere on a report to view report details

Patient Name: **JOHN-TEST CLINTON-TEST** Hospital No.: **FRA1521638** [See Case Note Numbers](#) Sex: **Male** << Back Admin Location  
 Date of Birth: **12 February 1965** NHS no: **666 666 6666**  
 Address: **43 CORROFELL GARDENS, GATESHEAD, TYNE AND WEAR, NE10 0YQ** Telephone No: **01912231282** User: A1234511

Location: [All locations] Filter by specialty: [All specialties] Clinician: [All clinicians] Show reports up to: 06/01/2010 Show reports from: 01/01/2010  
 Print last 5 reports. Search Show All reports

< Earlier reports Later reports >

Investigation	Requested By	Location	Sample Number	Sample Collected	Sample Received	Report Date	Status
Chlamydia PCR	DR D NEELY	FRH General Nephrology O/P	MG316072X	03 Jan 2010	03 Jan 2010	03 Jan 2010 11:12	F
Full blood count	DR JOHN CLINTON (TEST)	Elmfield Health Group	HH700024T	24 Dec 2009	24 Dec 2009	24 Dec 2009 12:23	F
Full blood count	DR JOHN CLINTON (TEST)	Elmfield Health Group	HH700023C	24 Dec 2009	24 Dec 2009	24 Dec 2009 12:12	F
e Glomerular Filtration Rate	DR JOHN CLINTON (TEST)	Elmfield Health Group	BB425026P	21 Dec 2009	21 Dec 2009	21 Dec 2009 12:52	F
UE	DR JOHN CLINTON (TEST)	Elmfield Health Group	BB425026P	21 Dec 2009	21 Dec 2009	21 Dec 2009 12:52	F
FAECES CULTURE	DR JOHN CLINTON (TEST)	Elmfield Health Group	MG999999M	18 Dec 2009	18 Dec 2009	18 Dec 2009 12:50	F
Gamma Glutamyltransferase	DR EMS ADAMS	Admin Location	BB425000G	16 Dec 2009	16 Dec 2009	16 Dec 2009 15:07	F
UE	DR EMS ADAMS	Admin Location	BB600604C	16 Dec 2009	16 Dec 2009	16 Dec 2009 10:16	F
Bone	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
LFTs	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
UE	DR JOHN CLINTON (TEST)	Admin Location	BB600589F	11 Dec 2009	11 Dec 2009	11 Dec 2009 16:45	F
CHLAMYDIA PCR	DR EMS ADAMS	Admin Location	MG630402H	10 Dec 2009	10 Dec 2009	10 Dec 2009 16:31	F
TFS profile code	DR D NEELY	Admin Location	BB600542C	03 Dec 2009	03 Dec 2009	03 Dec 2009 17:42	F
Urine Osmolality	DR D NEELY	Admin Location	BB600529S	30 Nov 2009	30 Nov 2009	03 Dec 2009 17:41	F
BIOCHEMISTRY: BONE, UBE, LFT	DR KH TEW	Oxford Centre (Friarsleigh HC)	BB999998C	10 Nov 2009	10 Nov 2009	30 Nov 2009 20:00	UN
Microalbumin	DR D NEELY	Admin Location	BB600528L	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
HbA1c (IFCC)	DR D NEELY	Admin Location	BB600526X	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F
HbA1c	DR D NEELY	Admin Location	BB600526X	30 Nov 2009	30 Nov 2009	30 Nov 2009 15:26	F

The selected report is displayed showing full details.

Patient Name: **JOHN-TEST CLINTON-TEST** Hospital No.: **FRA1521638** [See Case Note Numbers](#)  
 Date of Birth: **12 February 1965** NHS no: **666 666 6666**  
 Address: **43 CORROFELL GARDENS, GATESHEAD, TYNE AND WEAR, NE10 0YQ** Telephone:

< > Cumulative Back Print Audit Trail ICEmail

Reported	Specialty	Location	Clinician	Status
30 Nov 2009 15:08	General Pathology	Admin Location	DR D NEELY (General Medicine)	F

This report is linked to other reports. Click on the links below to see these linked reports:

- [UE \(30 Nov 2009 15:08\)](#)
- [e Glomerular Filtration Rate \(30 Nov 2009 15:08\)](#)
- [Non-Fasting lipid profile \(30 Nov 2009 15:08\)](#)

Sample BB600428Q (TYPE UNSPECIFIED) Collected 30 Nov 2009 11:42 Received 30 Nov 2009 14:24

**LFTs**

Total Protein	78	g/L	58 - 78
Albumin	35	g/L	34 - 50
Bilirubin	3	umol/L	0 - 19
Alkaline Phosphatase	74	U/L	35 - 120
Alanine Transaminase	* 64	U/L	0 - 45

End of report

Abnormal results are flagged and shown in red.

To print a hard copy, **click 'Print'**.

To view the last six reports **click 'Cumulative'**.

< > Cumulative Back Print Audit Trail ICEmail

Reported	Specialty	Location	Clinician
30 Nov 2009 15:08	General Pathology	Admin Location	DR D NEELY (General Medicine)

## CUMULATIVE RESULTS

Cumulative Results may be viewed in different formats to suit the user's preferences.

The default is the 'Test Groups' view, which lists results by group.

http://dev.ahsl.net - Cumulative Report For Sabrina MOORE - Microsoft Internet Explorer

Patient Name: Miss Sabrina Moore Hospital No.: 673066 See Case Note Numbers Sex: Female  
 Date Of Birth: 19 June 1993 NHS No.: 5448561152  
 Address: , 61 Lincoln Street, Golden Triangle, Norwich, Norfolk, Norfolk, ...

Test Clinic User:G3333336

Navigation: < > Cumulative All Back Print

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

Investigation/Test	Range	Units	Reported				
			20/08/04 10:27	15/05/04 14:06	15/05/04 14:06	15/05/04 14:06	22/02/02 21:22
C-Reactive Protein	(<5)	mg/L		*9	*9	*9	*9
<b>Clotting Screen</b>							
Activated Partial Thromboplastin Time	(30 - 38)	sec	*29				29
Fibrinogen	(1.5 - 10.0)	g/l	3.1				2.9
Prothrombin Time	(10.5 - 12.5)	sec	12				12
<b>Liver Function Test</b>							
AST	(12 - 40)	iu/L		13	13	13	13
Tot. Bilirubin	(3 - 20)	umol/l		15	15	15	15
Total Protein	(63 - 81)	g/l		68	68	68	68
<b>Serum Glucose</b>							
Serum Glucose	(3.5 - 6.0)	mmol/L		5.4	5.4	5.4	5.4
<b>Urea and Electrolytes</b>							
CO2	(24 - 32)	mmol/L		*20.6	*20.6	*20.6	*20.6
Creatinine	(60 - 120)	umol/L		*251	*251	*251	*251
Potassium	(3.5 - 5.0)	mmol/L		*5.2	*5.2	*5.2	*5.2
Sodium	(135 - 145)	mmol/L		141	141	141	141

Check the box to 'Match up tests' results across investigations.

MISS TOMMY TEST Hospital No.: 0754674 See Case Note Numbers Sex: Female  
 Date of Birth: 01 January 1970 NHS no:  
 Address: 1 CLARENCE HOUSE, EAST HOWDON, WALLSEND, TYNE AND WEAR, NE25 9RJ Telephone No: 0191 237 5678

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

Match up test results across investigations

IMPORTANT: Results of the same name appearing under different investigations are marked with \*\*\*  
 IMPORTANT: This is a summary and may not show comments from the original report(s)

Investigation/Test	Range	Units	Reported					
			19 Aug 2009 11:51	19 Aug 2009 13:43	20 Aug 2009 16:26	23 Sep 2009 13:25	29 Sep 2009 08:40	29 Sep 2009 12:56
AFP	(0.1 - 10)	ku/L			0.5			*32.0
<b>ANAEMIA</b>								
Ferritin	(15 - 200)	ug/L		20				
<b>BILE ACIDS</b>								
Total Bile Acids	(0.02 - 14)	umol/L			2			
<b>CAERULOPLASMIN</b>								
ADJUSTED Calcium	(2.1 - 2.6)	mmol/L		*2.08				
Albumin***	(34 - 50)	g/L		*33				
Alk. Phosphatase***	(15 - 130)	u/L		50				
Phosphate	(0.8 - 1.45)	mmol/L		0.98				
Total calcium		mmol/L		1.91				
Total -protein***	(60 - 80)	g/L		67				

The 'Match up tests' view combines results for the same test in different test groups – the combined result(s) show in green with brackets.

Desktop - Microsoft Internet Explorer

Patient Name: Miss Tommy Test Hospital No.: 00000001 NHS no.: 999 000 5249 Sex: Female  
 Date of Birth: 01 January 1970 Address: 1 Clarence House, East Howdon, Wallsend, Tyne and Wear, NE25 9BJ Telephone No: 0191 237 5678

IMPORTANT: Results of the same name appearing under different investigations are marked with \*\*\*  
 IMPORTANT: This is a summary and may not show comments from the original report(s)  
 Note: Results within the same report for the same test, from another investigation, have been added and highlighted to missing values.

Investigation/Test	Range	Units	Reported 19 Aug 2009 11:51	19 Aug 2009 13:42	20 Aug 2009 16:26
AIP	(0.1 - 10)	ku/L			0.5
ANAEMIA					
Ferritin	(15 - 200)	ug/L		20	
BILE ACIDS					
Total Bile Acids	(0.02 - 14)	umol/L			2
BONE					
ADJUSTED Calcium	(2.1 - 2.6)	mmol/L			*2.08
Albumin***	(34 - 50)	g/L	(49)		*33
Alk. Phosphatase***	(15 - 130)	u/L	(117)	50	
Phosphatase	(0.8 - 1.45)	mmol/L		0.98	
Total calcium	(80 - 100)	mmol/L		1.91	
Total Protein***		g/L	(76)	67	
CAERULOPLASMIN					
Ceruloplasmin	(0.18 - 0.66)	g/L			0.40
EGR					
eGFR		ml/min/1.7	90	34	
Urea***	(2.5 - 7.5)	mmol/L	(5.2)	*17.0	
LFT					
Albumin***	(34 - 50)	g/L	49	(*33)	
Alk. Phosphatase***	(15 - 130)	u/L	117	(50)	
ALT	(5 - 30)	u/L	19		
Bilirubin	(1 - 20)	umol/L	4		
Gamma GT	(5 - 40)	u/L	36		
Total Protein***	(60 - 80)	g/L	76	(67)	
MACR					
Albumin/creatinine	(0.01 - 3.5)	mg/mmol			0.2
Urine Albumin	(0.01 - 50)	mg/L			1.3
		umol/L			6725
	(50 - 100)	umol/L	64	(*147)	
	(3.5 - 5)	mmol/L	4.6		
	(2.5 - 247)	mmol/L	5.2	(*17.0)	
	(2.5 - 7.5)	mmol/L	5.2		
	(50 - 100)	umol/L	(64)	*147	
	(0.1 - 0.39)	mmol/L		0.20	

g/L		0.40
ml/min/1.7	90	34
mmol/L	(5.2)	*17.0
g/L	49	(*33)
u/L	117	(50)
u/L	19	

Cumulative  
 – Matched up tests

The 'Tests Only View' compiles a list based only on the actual tests and not from the test groups as formally displayed. This allows easier comparison for individual investigations.

Click the 'Tests Only View' button.

WALLSEND, TYNE AND WEAR, NE25 9RJ Telephone No: 0191 237 5678

Patient Name: Miss Tommy Test Hospital No.: 00000001 NHS no.: 999 000 5249 Sex: Female  
 Date of Birth: 01 January 1970 Address: 1 Clarence House, East Howdon, Wallsend, Tyne and Wear, NE25 9BJ Telephone No: 0191 237 5678

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

Test	Range	Units	Reported 19 Aug 2009 11:51	19 Aug 2009 13:42	20 Aug 2009 16:26
Creatinine	(50 - 100)	umol/L	64		*147
Sodium	(134 - 147)	mmol/L	138		
Potassium	(3.5 - 5)	mmol/L	4.6		
Urea	(2.5 - 7.5)	mmol/L	5.2		*17.0
Total Protein	(60 - 80)	g/L	76		67
Albumin	(34 - 50)	g/L	49		*33
Alk. Phosphatase	(15 - 130)	u/L	117	50	
eGFR		ml/min/1.7	90	34	
Bilirubin	(1 - 20)	umol/L	4		
ALT	(5 - 30)	u/L	19		
Gamma GT	(5 - 40)	u/L	36		
Urine Albumin	(0.01 - 50)	mg/L			1.3
Albumin/Creatinine	(0.01 - 3.5)	mg/mmol			0.2
Urine Creatinine		umol/L			6725
Ferritin	(15 - 200)	ug/L		20	
Ceruloplasmin	(0.18 - 0.66)	g/L		0.40	
Total calcium		mmol/L		1.91	

Cumulative  
 - Tests Only View

To view different reports (if available) from the cumulative view:

- use the single arrow buttons to move along one report at a time.
- use the double arrow buttons to move along to the next six reports.
- a date field allows you to jump to a particular date.

To see an individual test result **click** on the date at the top of the column.

Investigation/Test	Range	Units	Reported					
			30 Nov 2009 15:26	30 Nov 2009 15:26	30 Nov 2009 15:25	30 Nov 2009 15:25	30 Nov 2009 15:22	30 Nov 2009 15:22
<b>Bone</b>								
ADJUSTED CALCIUM	(2.12 - 2.60)	MMOL/L					2.50	
Calcium	(2.12 - 2.60)	mmol/L						2.40
Phosphate	(0.80 - 1.44)	mmol/L						1.40
<b>Fasting Glucose</b>					6.4			
<b>Fasting lipid profile</b>								
Cholesterol		mmol/L					4.5	
HDL Cholesterol		mmol/L					2.0	
LDL Cholesterol		mmol/L					1.5	
Non-HDL Cholesterol		mmol/L					2.5	
Total/HDL Cholesterol Ratio							2.3	
Triglycerides		mmol/L					2.3	
<b>Ferritin</b>		ug/L					7	
<b>Gamma Glutamyltransferase</b>	(0 - 70)	U/L					45	
<b>HbA1c</b>		%		6.4				
<b>HbA1c (IFCC)</b>		mmol/mol		46				
<b>Ionised Calcium</b>	(1.19 - 1.37)	mmol/L					1.20	
<b>LFTs</b>								
Alanine Transaminase	(0 - 45)	U/L					45	
Albumin	(34 - 50)	g/L					35	
Alkaline Phosphatase	(35 - 120)	U/L					74	
Bilirubin	(0 - 19)	umol/L					3	
Total Protein	(58 - 78)	g/L					78	
<b>Microalbumin</b>								

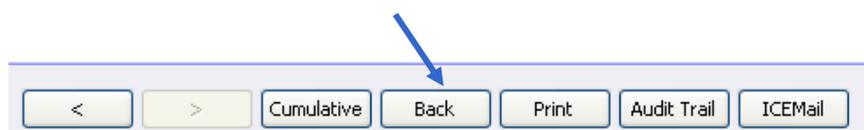
A web dialog box opens displaying the result for the chosen date.

To print a copy **click** 'Print'.

To return to the cumulative result page **click** 'Close'.

'Goto Full Report' displays the report in a full window.

To exit cumulative reports and return to the previous report, **click** 'Back'.



## PROFILE

If you have saved a profile of investigations (see 'Multiple Graphs' for how to do this) the 'Profile' button is added to the toolbar.

Date  ... << < > >> Cumulative Back Print Profile Tests Only View  
 Match up test results across investigations

**Click** on the 'Profile' button and load a saved profile to display a particular selection of reports.

Patient Name: <b>MISS TOMMY TEST</b>		Hospital No. <b>0754874</b> <a href="#">See Case Note Numbers</a>		Sex: <b>Female</b>		<< Back		BEACON VIEW MEDICAL CENTRE	
Date of Birth: <b>01 January 1970</b>		NHS no:				User: <b>Graham.Rutherford</b>			
Address: <b>1 CLARENCE HOUSE, EAST HOWDON, WALLSEND, TYNE AND WEAR, NE25 9RJ</b>				Telephone No: <b>0191 237 5678</b>					
Date <input type="text"/> ... << < > >>		Cumulative		Back		Print		Profile	
<input type="checkbox"/> Match up test results across investigations									
<p><b>IMPORTANT: Results of the same name appearing under different investigations are marked with ****</b>  <b>IMPORTANT: This is a summary and may not show comments from the original report(s)</b></p>									
Investigation/Test	Range	Units	Reported 19 Aug 2009 13:43	23 Sep 2009 13:25	29 Sep 2009 08:40	29 Sep 2009 12:56	08 Oct 2009 16:19	10 Oct 2009 10:48	
<b>BONE</b>									
Alk. Phosphatase	(15 - 130)	u/L	50						
Total Protein****	(60 - 80)	g/L	67						
<b>EGFR</b>									
eGFR		ml/min/1.7	34						
Urea****	(2.5 - 7.5)	mmol/L	*17.0						
<b>FBC</b>									
HAEMATOCRIT	(0.37 - 0.47)	l/l		0.40	*0.50	*0.50	*7.00	0.40	
HAEMOGLOBIN	(11.5 - 16.5)	g/dL		13.9	12.0	*11.0	*6.0	*10.0	
MEAN CELL HAEMOGLOBIN	(27 - 32)	pg		*40.6	27.0	*21.0	*5.0	*20.0	
MEAN CELL HAEMOGLOBIN CONC	(32 - 36)	g/L		*193.0	35.0	*30.0	*1.0	34.0	
MEAN CELL VOLUME	(80 - 102)	fL		97.0	82.0	*64.0	*4.0	*71.0	
PLATELET COUNT	(150 - 400)	10 <sup>9</sup> /L		*54	*55	*60	*1	*66	
RED CELL COUNT	(3.8 - 5.8)	10 <sup>12</sup> /L		*6.00	5.00	4.00	*45.00	*3.00	
WHITE CELL COUNT	(4 - 11)	10 <sup>9</sup> /L		9.8	*12.0	*15.0	*56.0	5.0	
<b>STRIP</b>									
Total Protein****	(60 - 80)	g/L				65			
<b>U &amp; E</b>									
Creatinine****	(50 - 100)	umol/L				*40			
Potassium	(3.5 - 5)	mmol/L				5.0			
Sodium	(134 - 147)	mmol/L				*150			
Urea****	(2.5 - 7.5)	mmol/L				*12.0			
<b>URATE</b>									
Creatinine****	(50 - 100)	umol/L	*147						
End of report									

Reports are available for 'Test Groups', 'Matched-up tests' and 'Tests Only' views.

## INDIVIDUAL TEST RESULT HISTORY

To view results for a particular investigation only

—  
click on a selected result to view.

Filed by (John R. Sutton) at 27 Apr 2004 12:52

Sample R.00.040424 (Venous Blood) Collected 20 Feb 2002 09:20 Received 20 Feb 2002 10:12

**Full Blood Count**

Haemoglobin	* 12.9	g/dl	10.5 - 12.5
White Blood Count	7.2	$\times 10^9/l$	5.0 - 21.0
Platelets	* 236	$\times 10^9/l$	250 - 1000
Red Blood Count	4.24	$\times 10^{12}/l$	3.80 - 5.20
Mean Cell Volume	* 91	fL	70 - 86
Haematocrit	0.390		0.310 - 0.440
Mean Cell Haemoglobin	* 30.4	pg	21.0 - 30.0
Mean Cell Haemoglobin Concentration	* 33.3	g/dl	21.0 - 30.0

**Differential**

White Blood Count	7.2	$\times 10^9/l$	5.0 - 21.0
Neutrophils (Manual)	4.8	$\times 10^9/l$	1.5 - 10.0
Lymphocytes (manual)	1.9	$\times 10^9/l$	1.5 - 10.0
Monocytes (manual)	0.4	$\times 10^9/l$	0.2 - 1.5

Click on "Haemoglobin" to view "Haemoglobin" results only

In this example the historical results for haemoglobin for the chosen patient are presented in a web page dialog box.

Full Blood Count - Haemoglobin for Sabrina MOORE -- Web Page Dialog

**Full Blood Count - Haemoglobin**

Reference range: (10.5 - 12.5) Units: g/dl

Reported	Sample ID	Value
15 Feb 2002 09:22	R.00.039684	11.4
15 Feb 2002 09:22	R.00.039687	*12.9
15 Feb 2002 09:22	R.00.039686	11.3
15 Feb 2002 20:47	R.00.039829	11.2
16 Feb 2002 09:22	R.00.039852	11.1
17 Feb 2002 09:32	R.00.040001	*10.2
18 Feb 2002 11:42	R.00.040195	*12.8
19 Feb 2002 09:42	R.00.040353	11.7
20 Feb 2002 10:12	R.00.040424	*12.9
20 Feb 2002 10:12	R.00.040419	11.0
21 Feb 2002 09:32	R.00.040478	*12.7
21 Feb 2002 09:32	R.00.040479	*10.3
22 Feb 2002 00:00	R.00.040645	*8.6
-----	-----	---

Graph Print Close

To print these results Press 'Print'.

To present results in a graph format click on 'Graph'.

21 Feb 2002 09:32	R.00.040479	*10.3
22 Feb 2002 00:00	R.00.040645	*8.6
-----	-----	---

Graph Print Close

http://dev.ahsl.net/icedesktop/dotnet/icedesktop/reporting/Result Internet

### Graphs

All results are displayed. The accepted range is shown in green and any abnormal results are easily identified.

## GRAPHS

All results are displayed. The accepted range is shown in green and any abnormal results are easily identified. Results are evenly spread across the graph for easy viewing.

There are a number of options to graph the results.

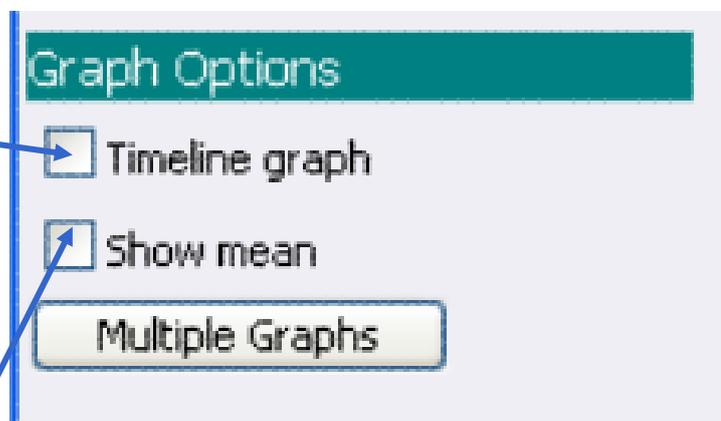
e.g. The Value Range (y-axis) and the Date Range (x-axis) can be selected, enter the ranges required in the boxes.



To display results on a chronological basis, **click** 'Timeline graph'.

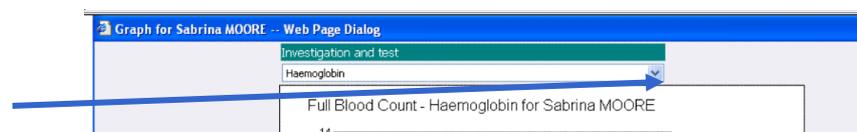
The results are spaced according to the date of the report.

If you need to see an average of the results, **click** 'Show mean'.



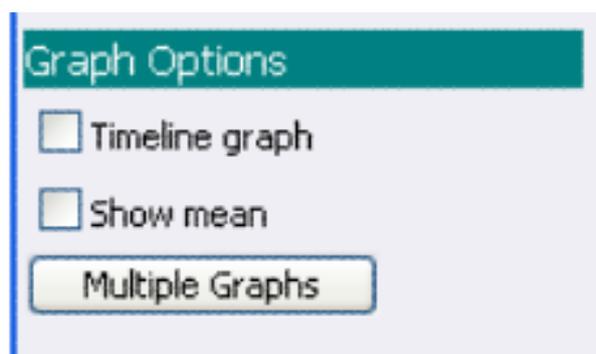
A line showing the mean value is displayed on the graph.

To graph more tests, **click** the down arrow above the graph to open a list of investigations and select the one to graph.



## MULTIPLE GRAPHS

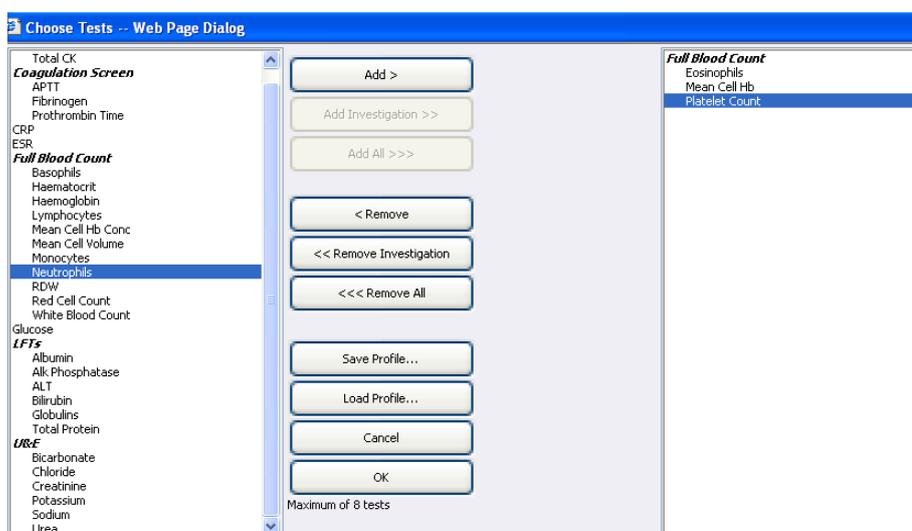
To view or print multiple graphs, **click** 'Multiple Graphs'.



Up to 8 tests may be selected to be presented in graphs.

Highlight the test required and, after the page refreshes,

**click**



to add the test to the list.

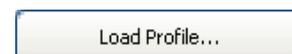


To add all the investigations under a test group heading, **click** on 'Add Investigation>>'

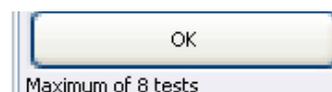
To save the selected list to avoid rebuilding the chosen profile each time you wish to view the same test results then **click** on 'Save Profile' and save under a name of your choice.



This profile then can be loaded by clicking on 'Load Profile' when required.

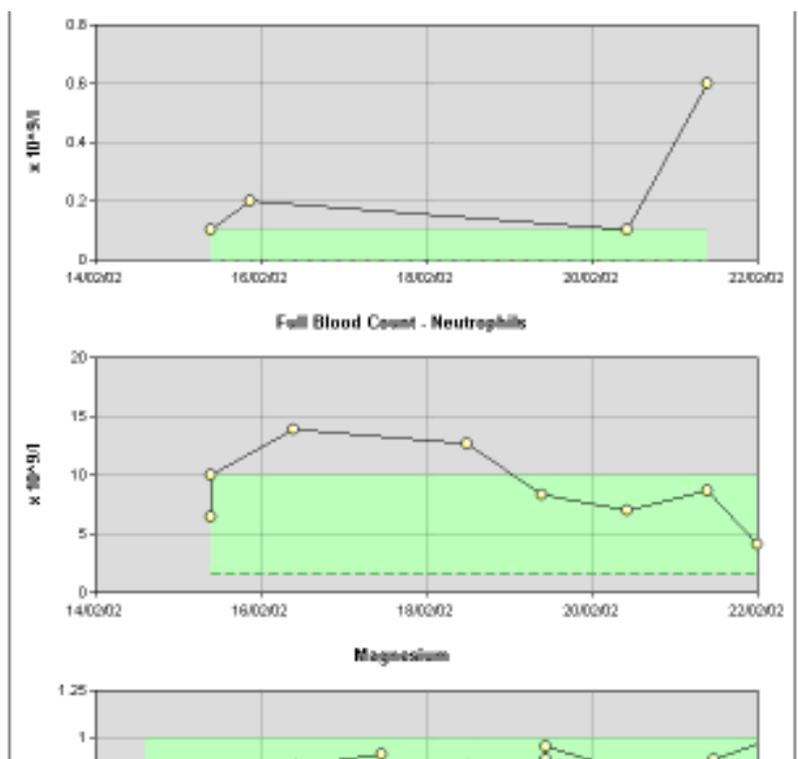


Having selected up to 8 items, **click** 'OK'



The selected graphs are displayed, showing results for all the selected tests.

Use the scroll bar if necessary.



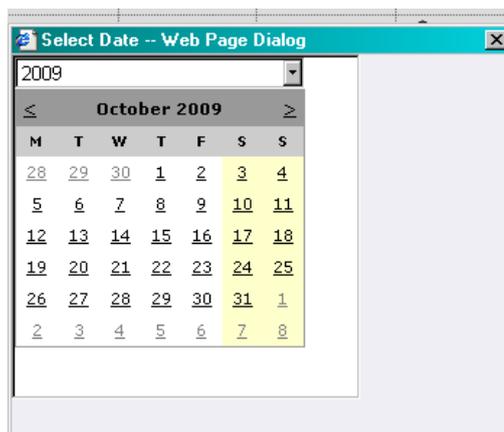
The date range may be changed.

Start Date: 14/02/2002  End Date: 22/02/2002

To change the 'Start Date', **click** on the '**...**' button to bring up a pop up calendar.

**Click** on the relevant date; it will be displayed in the Start Date field, and used as the first date in the range to be displayed.

Repeat for the End Date field if required.



Graphs can be printed by **clicking** 'Print'.

Select the print setting and **click** 'OK'.

**Click** 'Close' to return to the previous page after viewing graph options.

## USING THE 'SERVICES' DROP-DOWN MENU

The 'Services' Tab is found at the top left of the screen under the patient details.

Click on the down arrow to display the options.

The user is able to view the Patient Request list from within ICE Reporting in order to review the current status of any requests without the need to exit the Reporting module.

Click on the 'Patient Request List' option.

Patient Name: **Eighteen EDITESTP**  
 Date of Birth: **21 July 1960**  
 Address: **13 Any Street, Dun**

▼ Services  
 Order Test  
 Patient Report List  
 Patient Request List  
 Patient Sample Queue

Haematology  
 BIOCHEM

A complete list of requests for the patient are displayed indicating the;

- ✚ details of the request,
- ✚ the requestor,
- ✚ location, and the
- ✚ current status.

Hospital No.	Patient Name	Sex	Date of Birth	Date/Time Requested	Sample Collection	Investigations	Consultant	Loc	Status
ICES9074	Testtransmission, Start	Male	19 Nov 1974	27/Jan/09 14:47	27/Jan/09 14:47	?ESR - ESR (at NTGH or WGH) / ?FBC - FBC	Dr. Manjunath Bhatt	CRA5	REQ
ICES9074	Testtransmission, Start	Male	19 Nov 1974	27/Jan/09 13:33	27/Jan/09 13:33	?FBC - FBC / ?FILM - Blood film	Dr. Nasreen Mowla	CRA5	REQ
ICES9074	Testtransmission, Start	Male	19 Nov 1974	27/Jan/09 13:39	27/Jan/09 13:39	HSWA - Genital swab C&S / SWABS - Swab C&S	Dr. Nasreen Mowla	CRA5	REQ
ICES9119	Testtransmission, Start	Female	19 Nov 1973	27/Jan/09 11:51	27/Jan/09 11:51	?L - Liver Function Tests (LFT)	Dr. A Engeset	CRA5	REQ
ICES9119	Testtransmission, Start	Female	19 Nov 1973	27/Jan/09 11:47	27/Jan/09 11:47	WRA - Autoantibody screen	Dr. Manjunath Bhatt	CRA5	REQ
ICES9119	Testtransmission, Start	Female	19 Nov 1973	27/Jan/09 11:47		?B12 - B12 + RCF / ?E - U&E / ?ESR - ESR (at NTGH or WGH) / ?FBC - FBC / ?GT - GGT / ?INR - INR / ?L - Liver Function Tests (LFT) / ?LIPH - Lipid Screen and HDL / ?RET - Reticulocyte count / ?T - Thyroid Function Tests (TFT) / ?URA - Urate / ?WIK - Pregnancy Test - Urine (HGH only)	Dr. Manjunath Bhatt	CRA5	REQ
ICES9119	Testtransmission, Start	Female	19 Nov 1973	27/Jan/09 11:47	27/Jan/09 11:47	MRSA - MRSA screen / UMIC - Urine for microscopy/culture	Dr. Manjunath Bhatt	CRA5	REQ
ICES9074	Testtransmission, Start	Male	19 Nov 1974	26/Jan/09 15:15	26/Jan/09 15:15	?ACR - Urine Microalbumin	Dr. Duncan Leith	CRA5	REQ

- 🔍 To return to the Reporting Module **click** on the 'Patient Report List' option.
  
- 🔍 Whilst in the ICE Requesting Option the user may select 'Patient Report List' from the 'Services' drop down menu to review the history of any particular investigation in order to determine if a new test is required.
  
- 🔍 To return to the Request module select 'Order Test' from the 'Services' menu – this will open up a new, blank Test Request Screen i.e. any previously selected tests will be lost. Therefore, it is advisable to use this facility at the beginning of a test request rather than after selecting a series of tests.

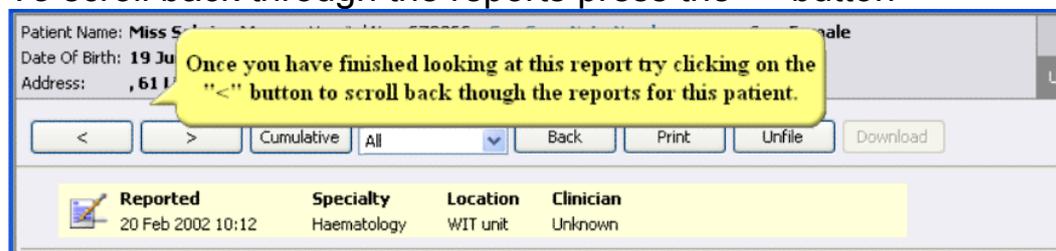
NOTE: Requests should only be viewed using this facility.

To order a test or edit a test please follow the procedure described in 'Online Requesting' p11 or 'Managing Requests' p26.

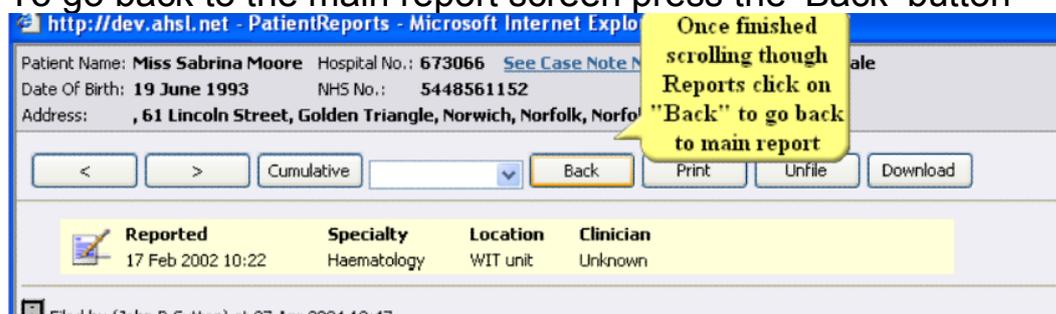
## OTHER FUNCTIONS

### MOVING BETWEEN REPORTS

To scroll back through the reports press the '<' button



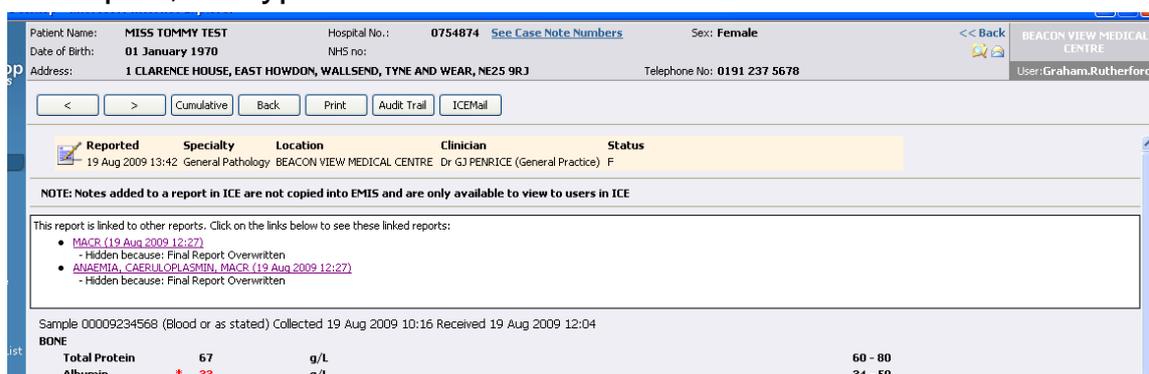
To go back to the main report screen press the 'Back' button



### LINKING REPORTS ON REQUEST ID

Test requests ordered at the same consultation are classed as 'Linked' even if the results are reported at different times.

Linked reports will appear in a white "linked reports" box at the top of the report, as hyperlinks.



Clicking on a hyperlink will launch a mini-report popup with the linked report embedded.

A complete list of requests for the patient are displayed indicating the details of the request, the requestor, location and the current status.

## REPORT NOTES

To add notes to a report that will be accessible every time the report is viewed, **click** on the notepad icon (on the top left).

Reported: 24 Dec 2009 12:23 Haematology | Location: Elmfield Health Group | Clinician: DR. JOHN CLINTON (TEST) (General Practice) | Status: F

Report Notepad

This report is linked to other reports. Click on the links below to see these linked reports:

- Full blood count (24 Dec 2009 12:18) - Hidden because: Final Report Overwritten

Sample HH700024T (TYPE UNSPECIFIED) Collected 24 Dec 2009 12:17 Received 24 Dec 2009 12:17

Full blood count			
Basophil count	0.05	x 10 <sup>9</sup> /l	0.00 - 0.10
Eosinophil count	0.10	x 10 <sup>9</sup> /l	0.04 - 0.4
Haematocrit	0.500	l/l	0.400 - 0.500
Haemoglobin	15.0	g/dl	13.0 - 18.0
Lymphocyte count	3.00	x 10 <sup>9</sup> /l	1.5 - 4.0
MCH	30.0	pg	27.0 - 34.0
MCV	90.0	fl	83.0 - 101.0
Monocyte count	0.50	x 10 <sup>9</sup> /l	0.20 - 0.80
Neutrophil count	5.00	x 10 <sup>9</sup> /l	2.00 - 7.00
Platelet count	300	x 10 <sup>9</sup> /l	150 - 450
RBC	5.00	x 10 <sup>12</sup> /l	4.50 - 5.50
White blood count	10.00	x 10 <sup>9</sup> /l	4.0 - 11.0

End of report

To edit a note, **click** 'Edit' and type in the amendments.

To delete a note from the record, **click** 'Delete'

Reported: 24 Dec 2009 12:23 Haematology | Location: Elmfield Health Group | Clinician: DR. JOHN CLINTON (TEST) (General Practice) | Status: F

Report Notepad - Web Page Dialog

Notepad

Created by A12345T1 at 06 Jan 2010 15:32

Edit Delete

Notes can be added to any report when required

Add OK

To add a note **click** 'Add'.

**Type** in the notes, then, **click** 'Save', then 'OK'.

Reported: 24 Dec 2009 12:23 Haematology | Location: Elmfield Health Group | Clinician: DR. JOHN CLINTON (TEST) (General Practice) | Status: F

Report Notepad - Web Page Dialog

Notepad

Created by A12345T1 at 06 Jan 2010 15:32

Edit Delete

Notes can be added to any report when required

Cancel Save

Add OK

When the report is viewed, the notes will be shown.

Reported: 24 Dec 2009 12:23 Haematology | Location: Elmfield Health Group | Clinician: DR. JOHN CLINTON (TEST) (General Practice) | Status: F

Notepad

**Notes can be added to any report when required**

This report is linked to other reports. Click on the links below to see these linked reports:

- Full blood count (24 Dec 2009 12:18) - Hidden because: Final Report Overwritten

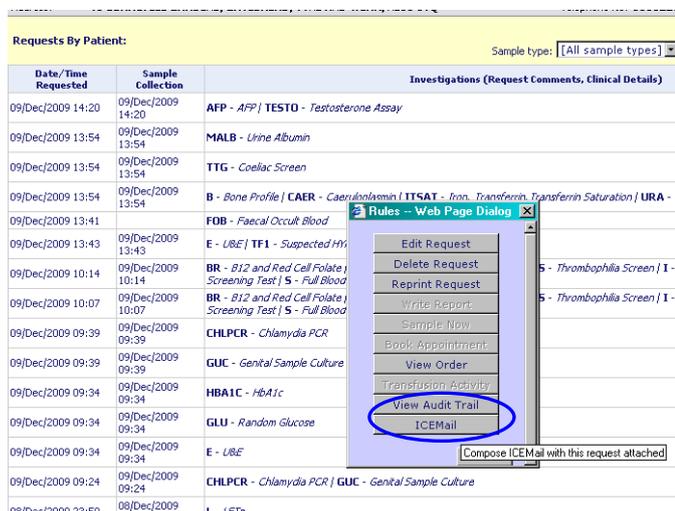
**NOTE:** These notes are not copied to the patient record in SystemOne. They are only available when viewing the report within ICE.

## ICEMAIL

A copy of any request or any report may be sent to another local ICE user through the ICEMail link.

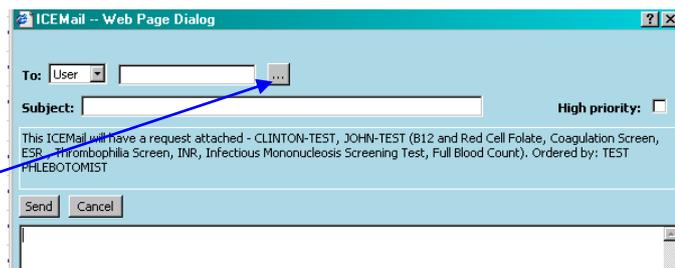
## Requests

ICEMAIL is a listed option when left clicking a record in 'Requests By Patient'.



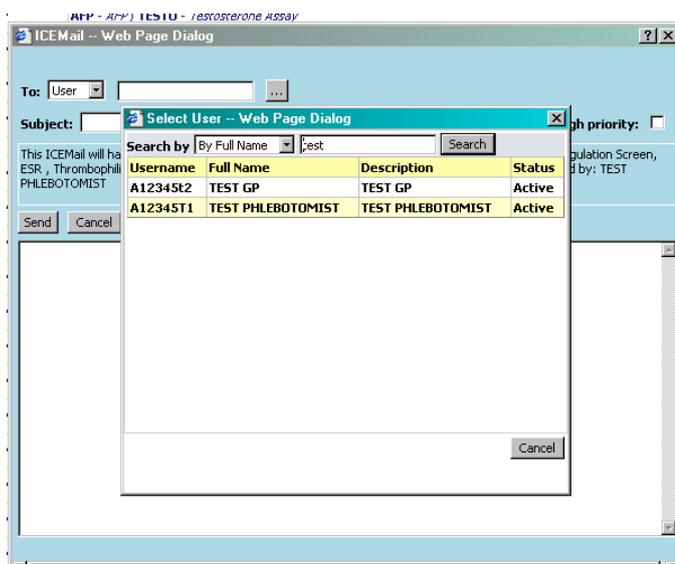
Click on 'ICEMAIL'.

The ICEMail will have the selected request attached.



Click on the user search button.

Type in the name of the recipient in the search box and click 'Search'.



A list of ICE users matching the text is displayed. Click on the required recipient.

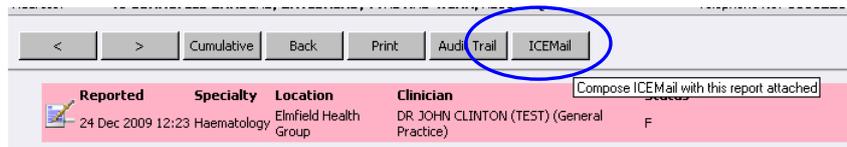
Add a subject heading.

Add a freetext message.

Click on 'Send'.

## Reports

ICEMail is a listed option when viewing a report.



Select the recipient from the search box, add a subject heading and add a free-text message, as described above, before clicking on 'Send'.

## Inbox Alert

Recipients are alerted that they have an ICEMail only if they are logged in to ICE or the next time they login.



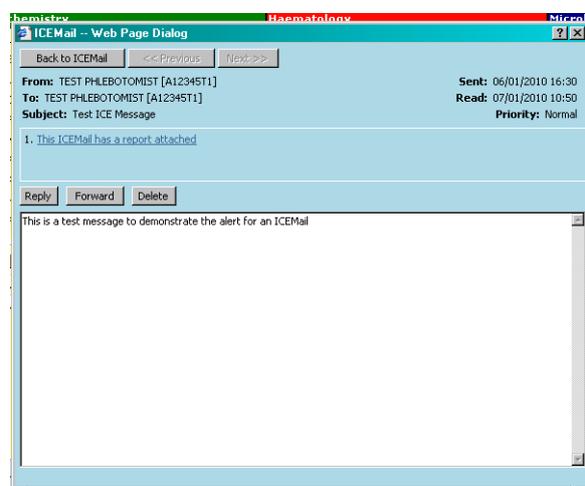
The ICEMail icon at the top right hand side of the screen changes to a closed envelope when there are new ICEMail(s).

**Click** on the icon to open the ICEMail folder.

**Click** on the mail item to open.



From here, it is possible to read the attachment, to reply to the sender or to forward the message to another user.



NOTE: ICEMail is an option for (urgent) communications with clinicians as an alternative to waiting until the result is received through lablink and then faxing it with a message.

We suggest that, when using ICEMail for the first time, the target clinician is first contacted directly in order to confirm that they will be logging into ICE on a regular basis in order to read their ICEMails.

To forward communications to colleagues within the practice please continue to use your current internal protocols.

## **7. APPENDICES**

- 1. NEWCASTLE HOSPITALS Weblink**
- 2. ICE Users Group**
- 3. Reporting Error Messages**
- 4. ICE Timeout**
- 5. ICE Postponed Order Summary Report**
- 6. Sample of ICE Haematology Request Report**

## 1. **NEWCASTLE HOSPITALS NHS Foundation Trust Website.**

This website contains up-to-date laboratory and pathology information for GP practices;

To be confirmed

## 2. **ICE Users Group**



Users are encouraged to make use of the SUNQUEST ICE Users Group website - <http://www.iceusers.org>

This site is open to all existing and potential users of the ICE range of products.

Non-registered users are free to view the forums however you must login to post new items and access other site content.

## 3. **Reporting Error Messages**

If an error message appears on the screen at any time please take a screenshot of the message and email it to the ICE Administrator at the Trust.

## 4. **ICE Timeout**

If you leave your ICE interface open and idle for longer than 20 minutes, you will receive a timeout prompt when you next attempt to undertake an action and have the option of logging into ICE again.

Close ICE and login again through EMIS.

## 5. EMIS Electronic Requesting Quickguide

### Making a request

#### EMIS

<b>Keystroke</b>	<b>Details</b>
	Login to EMIS
	Find a patient
CM	Consultation Mode
X	Test Request
Y	Online test request

#### ICE Electronic Requesting

<b>Mouse</b>	<b>Details</b>
<input type="checkbox"/> <i>test name</i>	Select tests
Continue with Request	Goes to confirmation– select one of the following
<ul style="list-style-type: none"> <li>○ I want to fill out specimen details later</li> </ul>	Postpones request to be completed later on ICE
<ul style="list-style-type: none"> <li>○ Collect Now</li> </ul>	Time/date stamps request with current time
Accept Tests	Prints forms if required and files request in EMIS

### Collecting a Sample

#### EMIS

<b>Keystroke</b>	<b>Details</b>
	Login to EMIS
	Find a patient
MR	Medical Record mode
N	Investigation
R	Online test request
S	Sample now

#### ICE Electronic Requesting

<b>Mouse</b>	<b>Details</b>
<ul style="list-style-type: none"> <li>○ Collect Now</li> </ul>	Time/date stamps request with current time
Accept Tests	Prints forms and files request in EMIS

**ICE Postponed Order Summary Report**Printed On: **07 Oct 2008 15:49:20**

## Patient Details:

Name:	<b>Test, Tommy</b>	 NHS Number 9990005249
Date of Birth:	<b>01 Jan 1970</b>	
Sex:	<b>Female</b>	
Address:	<b>1 Clarence House, East Howdon, Wallsend, Tyne And Wear, NE25 9RJ</b>	
NHS Number:	<b>9990005249</b>	
Hospital Number:	<b>ICE45350</b>	

## Order Details:

Requesting Consultant:	_____
Location:	_____

## Tests in this order:

**Liver Function Tests (LFT) (?L)**

## Additional Notes / Patient Instructions:

666666666 CLINTON-TEST JOHN-TEST 12/02/1965 M  S Purple EDTA Haematology	<b>CPA ACCREDITED LABORATORY</b>
<b>ICE Requesting</b>	
<b>Full Blood Count requirements.</b>  <b>1 x Purple top EDTA Tube</b> <span style="float: right;"><b>Haematology</b></span>  <b>Always follow the BD order of Draw</b>	
NHS Number: 666666666 Surname: CLINTON-TEST Forename: JOHN-TEST DOB: 12/02/1965 Sex: Male Address: 43 CORROFELL GARDENS, GATESHEAD, TYNE AND WEAR Postcode: NE10 0YQ Tel: 01912231282	Requested by: TEST PHLEBOTOMIST GP Practice: ZZZ Collection Date/Time: - Clinical Details
	<b>IMPORTANT</b> Align the label carefully