



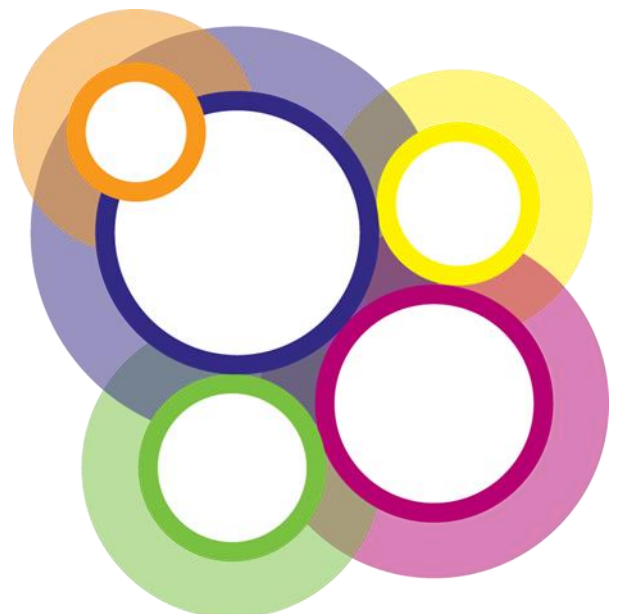
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**NECS Clinical Systems Specialist Team**

# EMIS Web - GP Requesting Samples to be Taken Later Mini Guide

Author: NECS Clinical Systems Specialists Team





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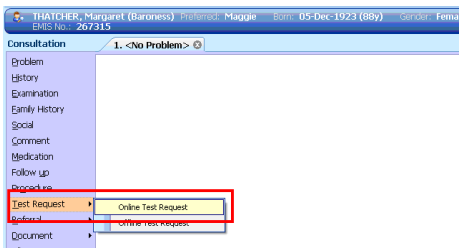
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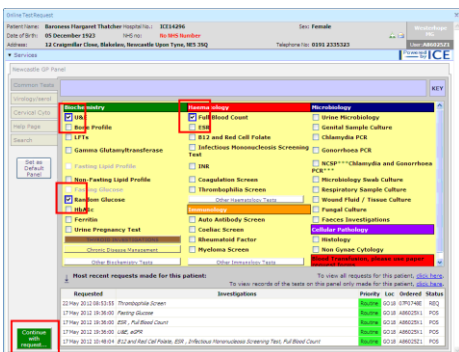
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## GP Requesting Samples to be Taken Later

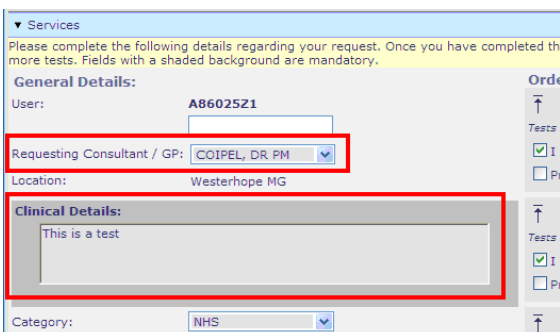
1. From within a consultation click the drop down arrow under **Add** and select **Test Request - Online Test Request**.



2. A window may display asking you to choose which hospital lab you wish to use (e.g. Newcastle or Northumbria). Choose as appropriate.
3. Choose the tests required by ticking the boxes. Click the Green **Continue with request** button when finished.



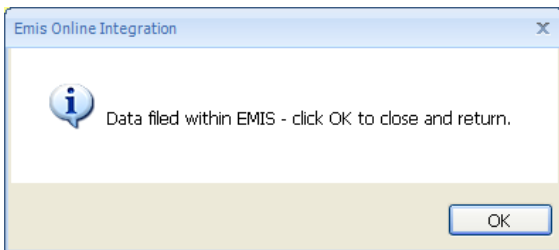
4. The GP's name should appear in the **Requesting Consultant / GP** field. If not, select as appropriate. Enter the **Clinical Details**.



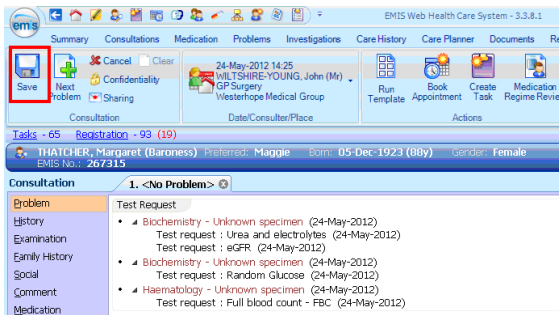
5. Tick the box next to **I want to fill out specimen details later** for each sample. Click **Accept Request**.

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6. Click **OK** to continue.



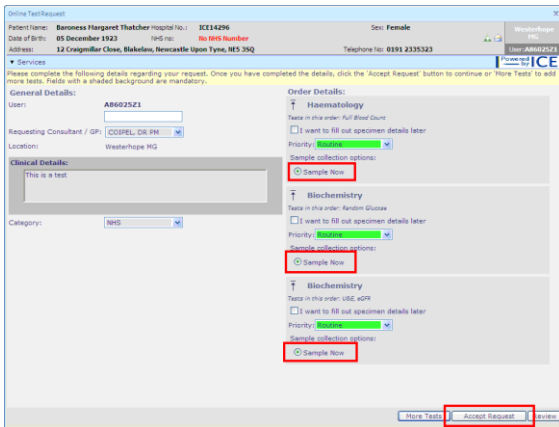
7. You will be returned to your consultation. When consultation is complete click **Save** or press **F8** to file.



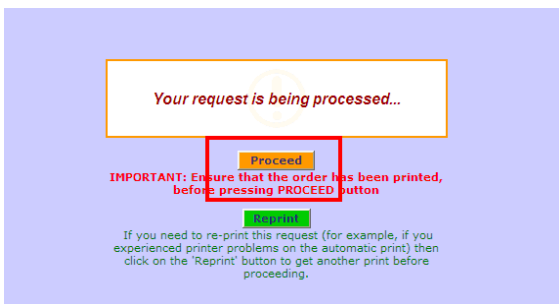
## GP Requesting Samples to be taken now

1. Follow the same process as for **Samples to be Taken Later** until **Step 5**.
2. Click the radio button next to **Sample Now** for each sample. Click **Accept Request**.

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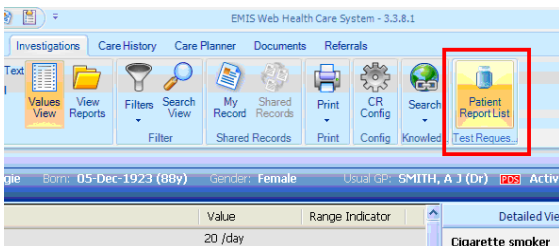
3. The Print dialogue box will display. Click **Print** to print the labels.
4. Click **Proceed** until all labels are printed. Once all complete you be returned to EMIS Web.



5. You will be returned to your consultation. When consultation is complete click **Save** or press **F8** to file.

## View Online Reports for Patient

1. Open the patient record and go to the **Investigations** tab.
2. Click on the **Patient Report List** button on the Ribbon.



3. ICE will display and you are able to view all reports for the patient.