



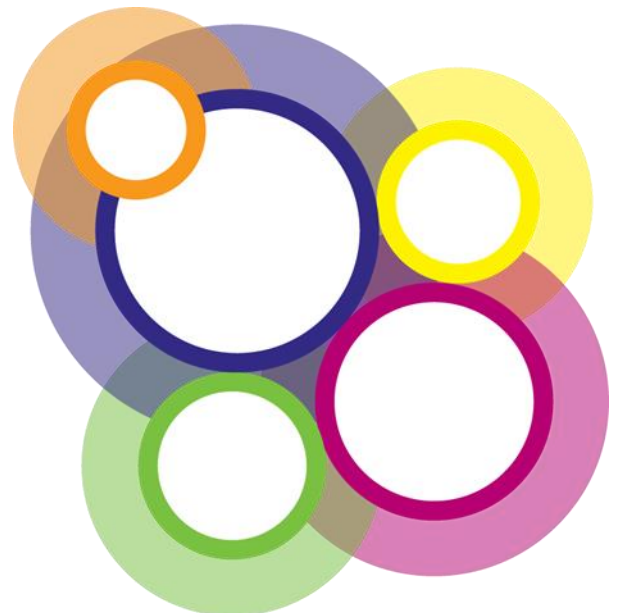
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NECS Clinical Systems Specialist Team

EMIS Web - ICE - GP Mini Guide

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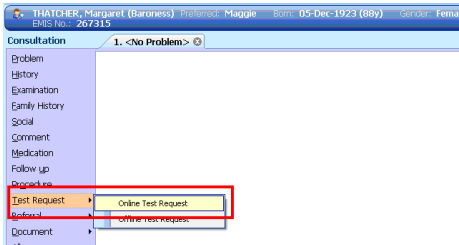
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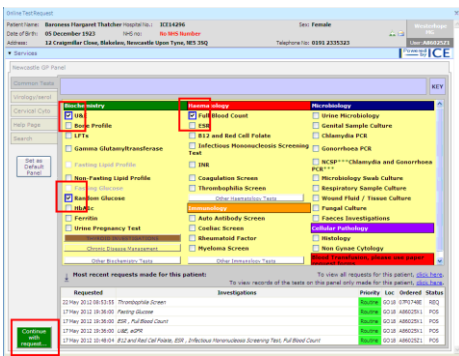
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GP Requesting Samples to be Taken Later

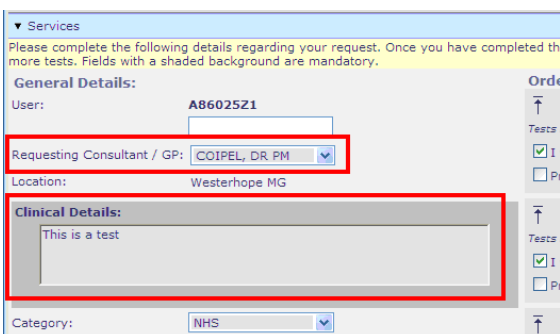
1. From within a consultation select **Test Request - Online Test Request**.



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.



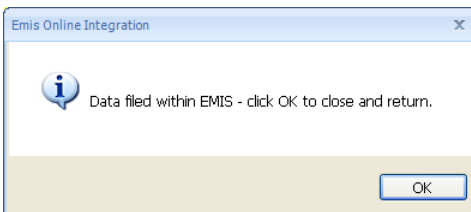
4. The GP's name should appear in the **Requesting Consultant / GP** field. If not, select as appropriate. Enter the **Clinical Details**.



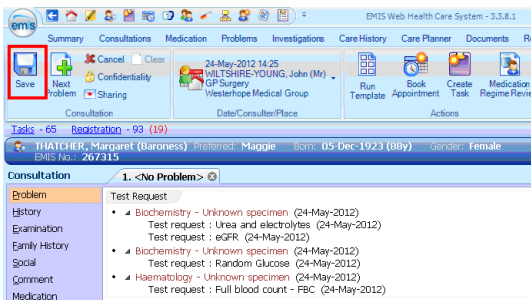
5. Tick the box next to **I want to fill out specimen details later** for each sample. Click **Accept Request**.

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6. Click **OK** to continue.

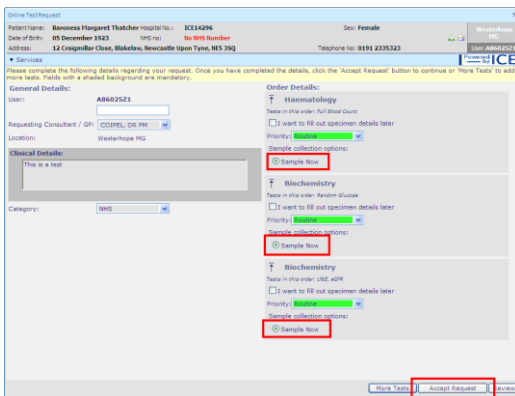


7. You will be returned to your consultation. When consultation is complete click **Save** or press **F8** to file.



GP Requesting Samples Taken by GP

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**.

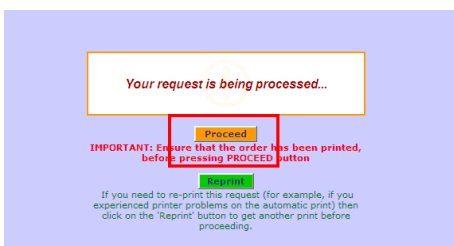


The screenshot shows the EMIS Web interface for requesting samples. The form is titled 'Order Test/Request' and displays patient information: Patient Name: Renness Hargrett Thatcher (Hospital No: IC214296), Sex: Female, Date of Birth: 05 December 1923, NHS no: No NHS Number, Address: 12 Cragside Close, Blakelaw, Newcastle Upon Tyne, NE5 2JQ, Telephone No: 0191 2325323. The form is divided into sections: General Details (User: AB623521, Requesting Consultant / GP: COOPER, DR PH, Location: Westerhope HD, Category: NEC), Clinical Details (This is a test), and Order Details. The Order Details section contains three sample entries, each with a 'Sample Now' radio button highlighted by a red box. At the bottom right of the form, the 'Accept Request' button is also highlighted with a red box.

3. The Print dialogue box will display. Click **Print** to print the labels.

Note: Do not click Proceed until the first label has printed out successfully.

4. Click **Proceed** until all labels are printed. Once all complete you be returned to EMIS Web.

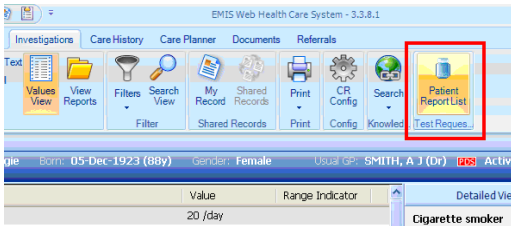


5. You will be returned to your consultation. When consultation is complete click **Save**.

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View Online Reports for Patient

1. Open the patient record and select **Investigations**.
2. Click **Patient Report List**.



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