



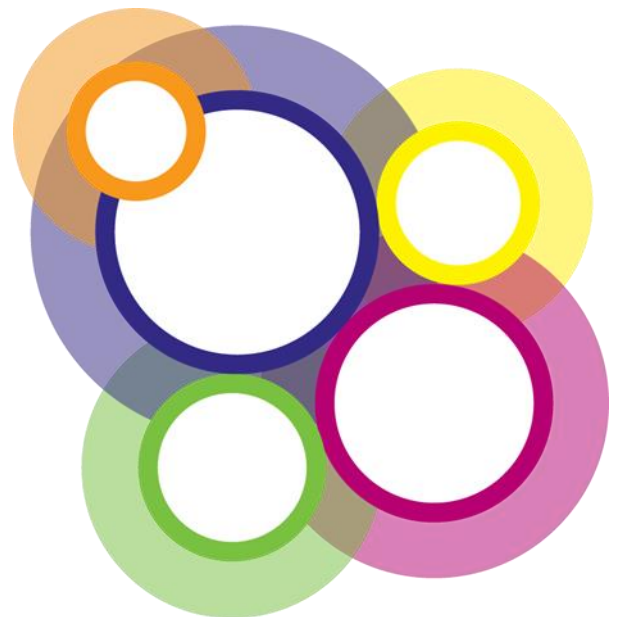
North of England
Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team

EMIS – Nurse ICE Guide

Author: NECS Clinical Systems Specialists Team





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North of England
Commissioning Support

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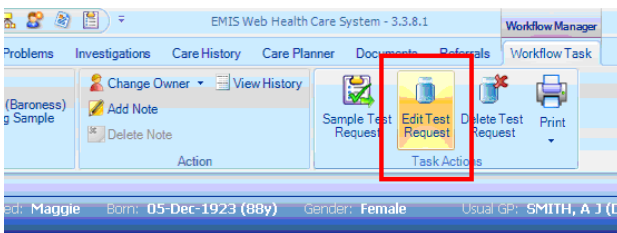
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Nurse Completing Sample Requests Initiated by GP

- From within a consultation, go to the **Diary** tab and open the **Test Request Awaiting Sample** task

17-Oct-2012 Influenza vaccination				
Tasks				
17-May-2012	Test Request Awaiting Sample	Unknown specimen - Test Request A...		Open
17-May-2012	Test Request Awaiting Sample	Unknown specimen - Test Request A...		Open
17-May-2012	Test Request Awaiting Sample	Unknown specimen - Test Request A...		Open
17-May-2012	Test Request Awaiting Sample	Unknown specimen - Test Request A...		Open
19-May-2012	Patient Task	THATCHER, Margaret (Baroness) - Pati...		Open
Test Requests				
17-May-2012	Test request : Full blood count - FBC	Lab Order Reference: 18516-6738793-H	Awaiting Sample	Track Online
17-May-2012	Test request : B12 and Red Cell Folate	Lab Order Reference: 18566-6741039-H	Awaiting Sample	Track Online
17-May-2012	Test request : ESR	Lab Order Reference: 18566-6741039-H	Awaiting Sample	Track Online
17-May-2012	Test request : Infectious Mononucleosis Screen	Lab Order Reference: 18566-6741039-H	Awaiting Sample	Track Online
17-May-2012	Test request : Full blood count - FBC	Lab Order Reference: 18566-6741039-H	Awaiting Sample	Track Online
17-May-2012	Test request : Urea and electrolytes	Lab Order Reference: 18643-6747516-B	Awaiting Sample	Track Online
17-May-2012	Test request : eGFR	Lab Order Reference: 18643-6747516-B	Awaiting Sample	Track Online

- Click **Edit Test Request**



waiting Sample

- ICE will open. Click **Continue with request**

Requested	Investigations	Priority	Loc	Ordered	Status
24 May 2012 14:37:25	Full Blood Count	Routine	GO18	A8602521	REQ
24 May 2012 14:37:25	Random Glucose	Routine	GO18	A8602521	REQ
24 May 2012 14:37:25	U&E eGFR	Routine	GO18	A8602521	REQ
2 May 2012 08:53:55	Thrombophilia Screen	Routine	GO18	070749E	REQ
7 May 2012 19:36:00	Fasting Glucose	Routine	GO18	A86025X1	POS

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- Ensure the correct name is in the **Requesting Consultant / GP** field and **Clinical Details** are complete

▼ Services

Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory.

General Details:

User: A8602521

Requesting Consultant / GP: COIPEL, DR PM

Location: Westerhope MG

Clinical Details:

This is a test

Category: NHS

- Click to select **Sample Now** for each sample. You may need to untick **Sample later** first. Click **Accept Request**

Online Test Request

Patient Name: **Barness Margaret Thatcher Hospital** No.: ICE14296 Sex: Female

Date of Birth: 05 December 1923 NHS No: No NHS Number

Address: 12 Craigmillar Close, Blakelaw, Newcastle Upon Tyne, NE5 3JQ Telephone No: 0191 2335323

User: A8602521

▼ Services

Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory.

General Details:

User: A8602521

Requesting Consultant / GP: COIPEL, DR PM

Location: Westerhope MG

Clinical Details:

This is a test

Category: NHS

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

Biochemistry

Tests in this order: Random Glucose

I want to fill out specimen details later

Priority: Routine

Sample collection options:

Sample Now

Biochemistry

Tests in this order: U&E, eGFR

I want to fill out specimen details later

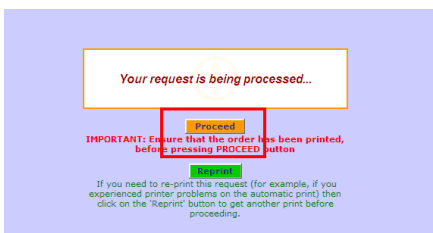
Priority: Routine

Sample collection options:

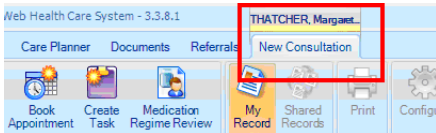
Sample Now

More Tests Accept Request Cancel

- The Print dialogue box will display. Click **Print**
- Click **Proceed** after each of the labels print out. Once all complete you will be returned to EMIS

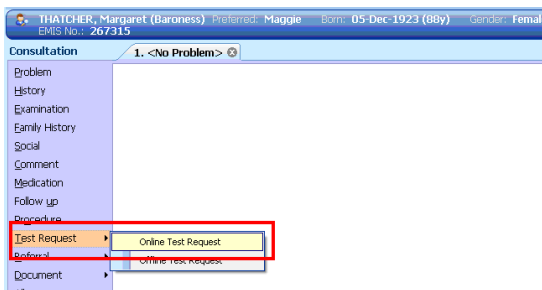


- Return to your consultation by clicking the patient's name on the Ribbon. When the consultation is complete, click **Save** or press **F8** to file

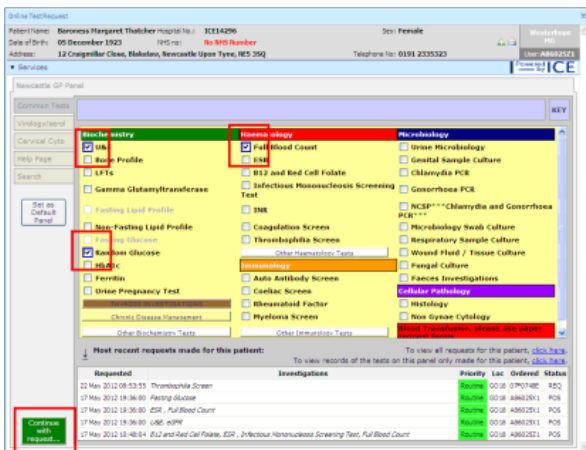


Nurse Requesting and Taking Samples

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



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



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

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5. Click to select **Sample Now** for each sample. Click **Accept Request**

6. The Print dialogue box will display. Click **Print**

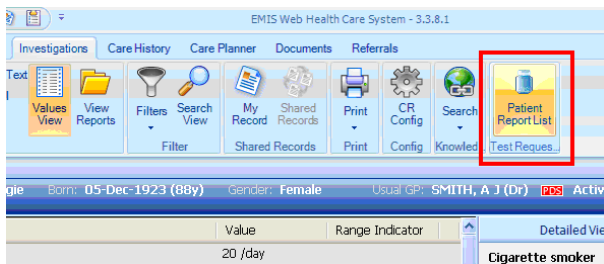
7. Click **Proceed** after each of the labels print. Once all complete you be returned to EMIS

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

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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