

### Access from Clinical Web Portal:

- Link to ICE from Clinical Web Portal :

APPS (for services at Wolverhampton sites)			
<b>Request A Test</b>	VitalPAC	eDischarge	Line Trac
Endoscopy Diary	Proformas	Internal Referral	PMP
Add an Allergy	Barcode	GSF	

#### Single Sign On

In order to view Request a Test, you are required to provide your Single Sign On credentials.

You Have 5 Attempts Remaining.

**Username**

Jon Moore

**Password**

Login

### Pathology and Radiology

[ICE Requesting](#)

### Access from Intranet Homepage:

(Direct ICE Login)

- Link to ICE from Intranet Homepage:

■ [ICE Pathology \(County Hospital\)](#)

■ **[ICE Pathology \(RWT\)](#)**

<b>Username</b>	jon moore
<b>Password</b>	
<b>Login</b>	<b>Change Password</b>

Forgotten Password? Please enter your username in the box above and click here.

- If you have forgotten your password, use the self reset and a temporary password will be emailed to you if your email address is on your ICE account

### Requesting:

#### Requesting Via CWP

- If logging in from CWP, the patient details will be passed through from Portal and you can commence requesting

Patient Name: HRS MEDINE ROUSE  
 Date of Birth: 25 December 1989  
 Address: THE MOULDS BLOCK, WOLVERHAMPTON, WEST MIDLANDS, WYED 8QP  
 Hospital Number: 1823  
 Ims Number: 807

Requested  
 13 May 2017 15:18:04 CHEST  
 03 May 2017 11:07:59 HANGOVER  
 03 May 2017 11:07:51 CT BODY THORAX CONTRAST  
 13 Apr 2017 09:40:07 HSC PRESS HANGOVER CARDIAC SCAN  
 13 Apr 2017 09:40:07 HSC HEART WITH CONTRAST

Last 5 requests shown here

- The patient details will be passed through from Portal and you can commence requesting.
- Disciplines are available via tabs at the top of the screen. A Search button is available on every page

#### Requesting Directly Via ICE

- If logging into ICE directly, you will need to search for the patient:

Patient Search  
 Search Value:   
 Search Type:  NHS number  Patient name  Hospital Number  Date of birth  
 Search for patient

Search Results  
 Hoop No. Surname Forename  
 N434264 MOUSE MEDINE  
 01365766  
 TYP40338

- Once the correct patient is selected, click 'New Request';

New Request  
 View Pending Requests  
 View Requests By Patient

**Requesting (cont.):**

- When you have selected the relevant tests/exams, click on the Green "Continue with Request" button

Patient Name: MRS MINNIE MOUSE  
 Date of Birth: 25 December 1980  
 Address: THE POPLARS BLOCK, WOLVERHAMPTON, WEST MIDLANDS, WV10 0QP

Hospital Number: N434264  
 NHS Number: No NHS Number  
 Sex: Female  
 Telephone No: 01902 765532

Blood Sciences  
 Search:

U AND ES  
 LFT  
 LIPID PROFILE  
 BONE PROFILE  
 C-REACTIVE PROTEIN  
 THYROID FUNCTION  
 THYROID ABOS  
 PROSTATE SPECIFIC AGN  
 CREATINE KINASE  
 HYPOLYCAEMIA-GLUCOSE  
 GLUCOSE & HBA1c  
 FRUCTOSAMINE

Most recent requests made for this patient:

Requested	Requested
19 May 2017 15:15:26	CHEST
05 May 2017 11:07:50	ANAMORPH
05 May 2017 11:05:11	CT W/ENK THORAX CONTRAST
12 Apr 2017 09:40:07	MRV STRESS PERFUSION CARDIAC SCAN
12 Apr 2017 09:40:07	MRV HENRY BIRTH CONTRAST

- Add clinical details for the request.
- Grey fields are mandatory.

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: Jon Moore  
 Bleep / Contact No:   
 Requesting Consultant / GP:  Select...  
 Location: THE GROUP PRACTICE ALFRED SQUI

**Global Clinical Details:**

Category: NHS

**Order Details:**  
 Blood Sciences  
 Tests in this order: U AND ES  
 I want to fill out specimen details later  
 Print this order  
 Priority: Normal  
 Sample collection options:  
 Pathology - Collect Now  
 Pathology - Collect Later

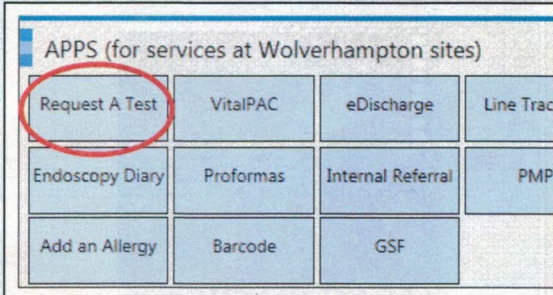
- The Requesting Consultant / GP field should be pre-filled for Consultants, Junior Doctors/others will select from a drop-down list. A bleep or contact number is required.
- When all details are completed, click 'Accept Request' to proceed:

- Print the order is ticked
- Select Collect now if taking the sample immediately
- Select Collect later if taking sample later (time and date of sample is left blank for completion by sample taker)

- IF USING CWP, AFTER THE FORM PRINTS YOU WILL SEE A PROCEED ALL BUTTON, CLICK THIS TO COMPLETE AND PRINT ANY OTHER FORMS IN THE REQUESTS,

**Access from Clinical Web Portal:**

- Link to ICE from Clinical Web Portal :



**Single Sign On**

In order to view Request a Test, you are required to provide your Single Sign On credentials.

You Have 5 Attempts Remaining.

**Username**

Jon Moore

**Password**

Login

**Pathology and Radiology**

[ICE Requesting](#)

**Access from Intranet Homepage:**

(Direct ICE Login)

- Link to ICE from Intranet Homepage:

■ [ICE Pathology \(County Hospital\)](#)

■ [ICE Pathology \(RWT\)](#)

<b>Username</b>	jon moore
<b>Password</b>	
<p>Login    Change Password</p>	

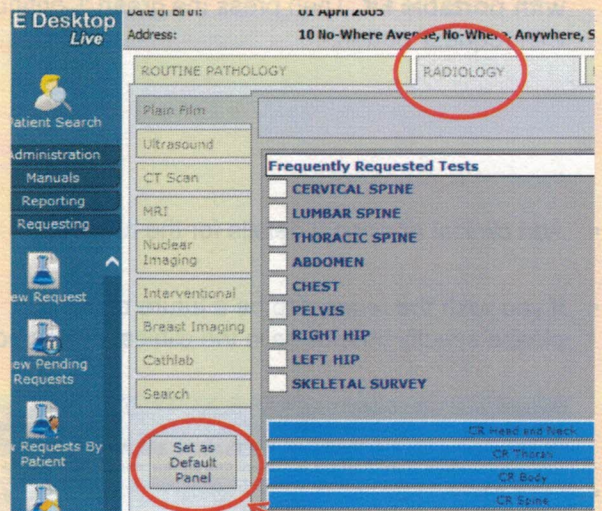
Forgotten Password? Please enter your username in the box above and click here.

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**Requesting:**

**Requesting Via CWP**

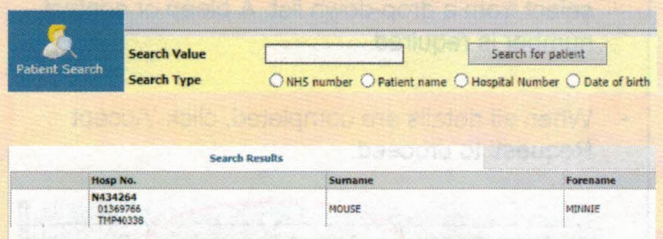
- If logging in from CWP, the patient details will be passed through from Portal and you can commence requesting – *you will only see radiology requesting if you are an authorised radiology requester.*



- You can set your default requesting panel
- Note – the search facility does NOT find radiology tests

**Requesting Directly Via ICE**

- If logging into ICE directly, you will need to search for the patient:

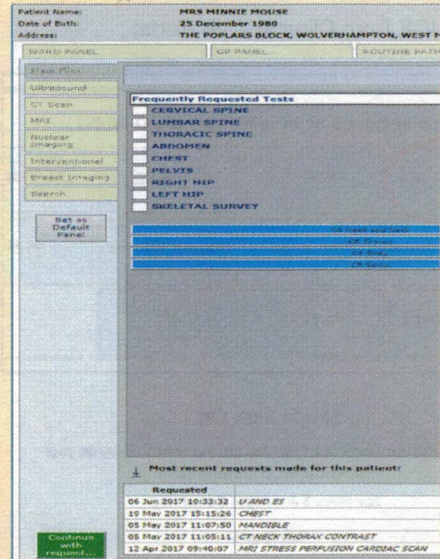


- Once the correct patient is selected, click 'New Request';

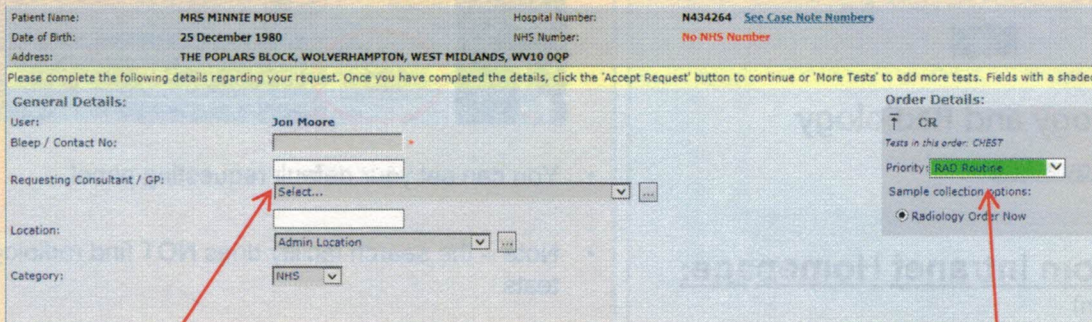


**Requesting (cont.):**

- When you have selected the relevant tests/exams, you will need to answer the relevant IRMER questions. **If the patient is too ill to leave the ward, select 'Portable' under the Mobility question. A Radiographer will attend the ward with portable kit.** Then press the green 'Continue with request' button.

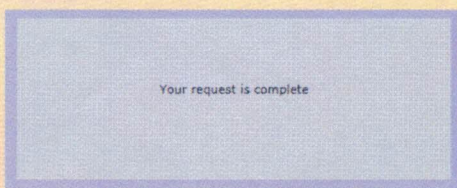
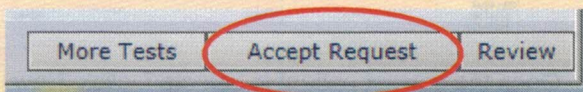


- Add clinical additional details for the request.
- If you wish the request to be a future booking, please specify timeframe in the clinical details box



- The Requesting Consultant / GP field should be pre-filled for Consultants, Junior Doctors/others will select from a drop-down list. A bleep or contact number is required.
- When all details are completed, click 'Accept Request' to proceed:

- Select priority of request here



### Access from Clinical Web Portal:

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<b>Request A Test</b>	VitalPAC	eDischarge	Line Trac
Endoscopy Diary	Proformas	Internal Referral	PMP
Add an Allergy	Barcode	GSF	

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### Access from Intranet Homepage:

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- Link to ICE from Intranet Homepage:

ICE Pathology (County Hospital)

**ICE Pathology (RWT)**

Username	jon moore
Password	
<b>Login</b>	<b>Change Password</b>

Forgotten Password? Please enter your username in the box above and click here.

- If you have forgotten your password, use the self reset and a temporary password will be emailed to you if your email address is on your ICE account

### Requesting:

#### Requesting Via CWP

- If logging in from CWP, the patient details will be passed through from Portal and you can commence requesting

Most recent requests made for this patient:

Requested
19 May 2017 15:10:08 CHEST
03 May 2017 11:07:39 PANCREAS
02 May 2017 10:55:11 CT HEAD THORAX CONTRAST
12 Apr 2017 09:46:57 MRI SPINE PELVIS/PROSTATE CARDIAC SCAN
12 Apr 2017 09:46:57 MRI HEART WITH CONTRAST

Last 5 requests shown here

- The patient details will be passed through from Portal and you can commence requesting.
- Disciplines are available via tabs at the top of the screen. A Search button is available on every page

#### Requesting Directly Via ICE

- If logging into ICE directly, you will need to search for the patient:

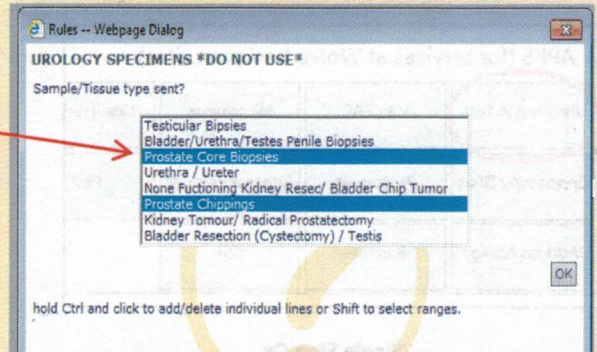
Patient Search	Search Value	Search for patient
	Search Type	<input type="radio"/> NHS number <input type="radio"/> Patient name <input type="radio"/> Hospital Number <input type="radio"/> Date of birth
Search Results		
Hosp No.	Surname	Forename
N434264 D1369766 TMR40338	MOUSE	MINNIE

- Once the correct patient is selected, click 'New Request';

<b>New Request</b>
View Pending Requests
View Requests By Patient

**Requesting (cont.):**

- Select the relevant test from the list – it will then ask for more details of which area the samples are from- you can select more than one area by holding down the “control” key whilst selecting
- When you have selected the relevant tests/exams, click on the Green “Continue with Request” button
- In the Clinical details box, add the sample specific data e.g. sample A =
- Grey fields are mandatory.



Patient Name: **Ann Other** Hospital Number: **V111626** See Case Note Numbers Sex: **Female**  
 Date of Birth: **01 April 2005** NHS Number: **No NHS Number**  
 Address: **10 No-Where Avenue, No-Where, Anywhere, Staffs** Telephone No:

Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' background are mandatory.

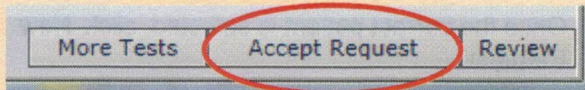
**General Details:**  
 User: **manx admin**  
 Bleep / Contact No:   
 Requesting Consultant / GP: **Virtualthree, CONS General Surgery**  
 Location: **NUCLEUS THEATRES**

**Global Clinical Details:**  
 Sample a = xxxxxxxx  
 Sample b = xxxxxxxx  
 Sample c = xxxxxxxx  
 other clinical information also to be added here

**Order Details:**  
 Histology AND Non-Gynae Cytology  
 Tests in this order: UROLOGY SPECIMENS \*DO NOT USE\*  
 Priority: **Normal**  
 Sample collection options:  
 Pathology- Collect Now

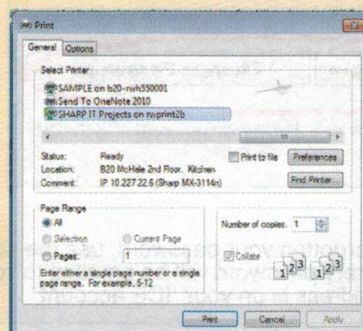
Category: **NHS**

- The Requesting Consultant / GP field should be pre-filled for Consultants, Junior Doctors/others will select from a drop-down list. A bleep or contact number is required.
- When all details are completed, click 'Accept Request' and this will print the form.



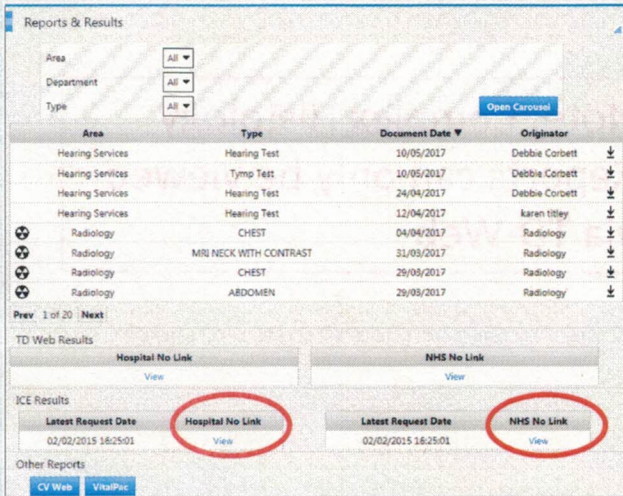
- **IF USING CWP, AFTER THE FORM PRINTS YOU WILL SEE A PROCEED ALL BUTTON, CLICK THIS TO COMPLETE AND PRINT ANY OTHER FORMS IN THE REQUESTS,**

Histology requests print an **A4 form** therefore you will be prompted to select the A4 printer you wish to use



**Access from Clinical Web Portal:**

- Link to ICE from Clinical Web Portal for clinic & ward-based users (no login required):



- Links are available for Hospital No. and NHS no.
- TD-Web will be maintained for viewing historical results

**Access from Intranet Homepage - (Direct ICE login):**

- ICE Pathology (County Hospital)
- ICE Pathology (RWT)

Username:

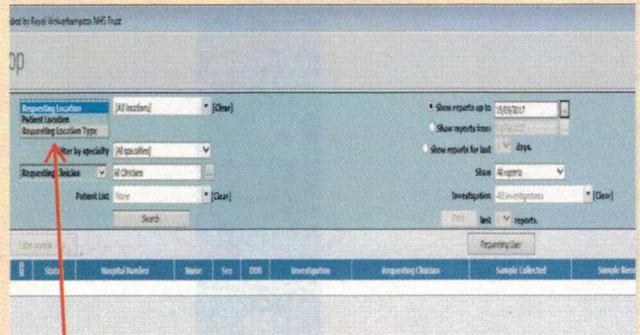
Password:

[Forgotten Password? Please enter your username in the box above and click here.](#)

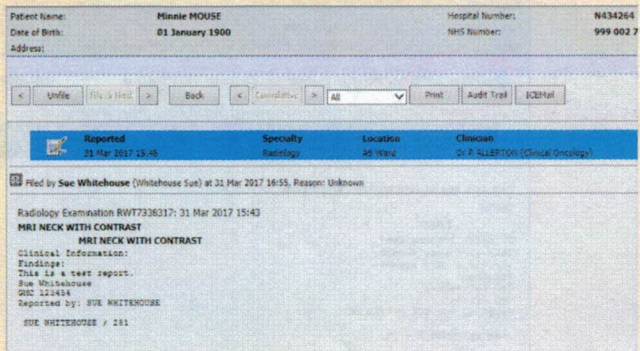
- If you have forgotten your password, a temporary one can be emailed to you if your email address is on your account.

**Reporting Via CWP:**

- If logging in from CWP, the patient details will be passed through from Portal and you view reports:



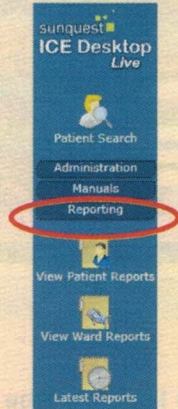
- Filtering by location type will offer requests made from different location settings e.g. Outpatients
- Reports can be filtered by location, discipline (reports are colour coded by discipline), requesting clinician, requesting user and date range.
- Reports can be sorted by Abnormal result, Viewed Status, File Status, Investigation, Requesting Clinician, Location, Sample Number or various dates.
- Clicking on a report will display a report summary;
- **NOTE: COMPLEX HISTOLOGY REPORTS CAN ONLY BE VIEWED VIA TD-WEB**



- Viewing a report will be recorded in an audit trail.
- Before reports are viewed, the summary will show a red cross in the Viewed Status column. After viewing, this will change to a green tick. Reports displaying a blue circular arrow have been updated since the last time they were viewed.

**Accessing Reports Directly Via ICE:**

- It is more likely that reports will be accessed via a direct login to ICE. Once logged into ICE, Click the Reporting button on the sidebar;

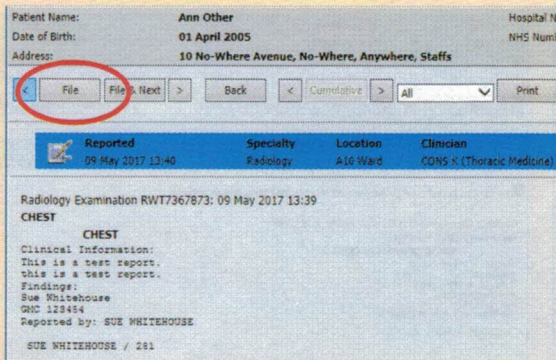


**Note: Complex Histology Reports can only be viewed via TD-Web**

- Reports can be displayed by Patient or Ward.
- Latest reports will show **ALL UNFILED** reports only.
- If 'View Patient Reports' is selected, the user will be prompted to search for a patient.
- If 'View Ward Reports' is selected, the user will need to filter reports by the desired location.

**Filing:**

- ICE introduces electronic filing of results (Pathology & Radiology) -
- Filing is done from the report summary:



- You will be prompted to confirm the filing;



- Filing a report will be recorded in the audit trail for the report.