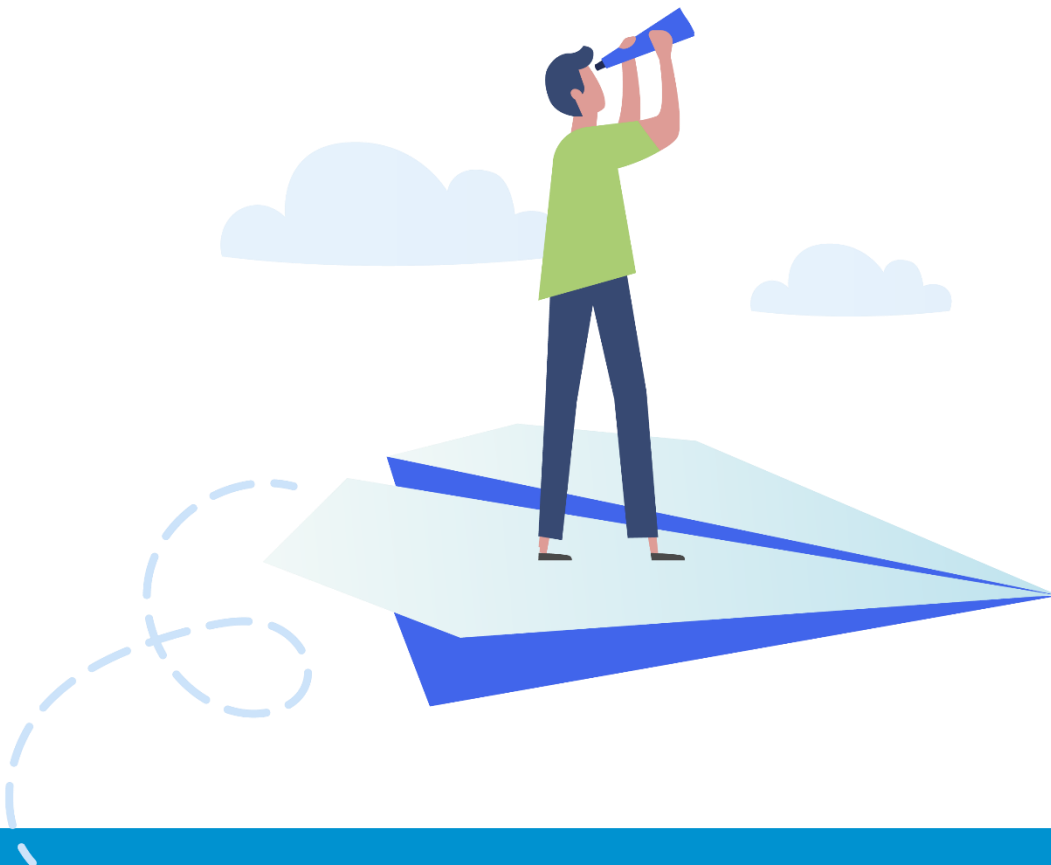




Electronic Test Requesting User Guide

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Electronic Test Requests

Electronic test requesting is available from within **Vision 3 - Consultation Manager**. The following electronic test request systems are available:

- ICE
- Technidata
- tQuest
- Cyberlab
- DART OCM (previously known as Plumtree)

Vision 3 provides a link via a secure NHSnet connection to the pathology lab system, directly from the patient's record within **Consultation Manager**.



Note - Your hospital trust is responsible for enabling this integration.

Before you can use electronic test requesting, you must set up your providers in **Vision 3**.



See [Setting Up Test Requests Providers](#) on page 5 for details.

Setting Up Test Requests Providers

Your test request provider must be set up in **Vision 3** before the link can be used. To set up your test provider:

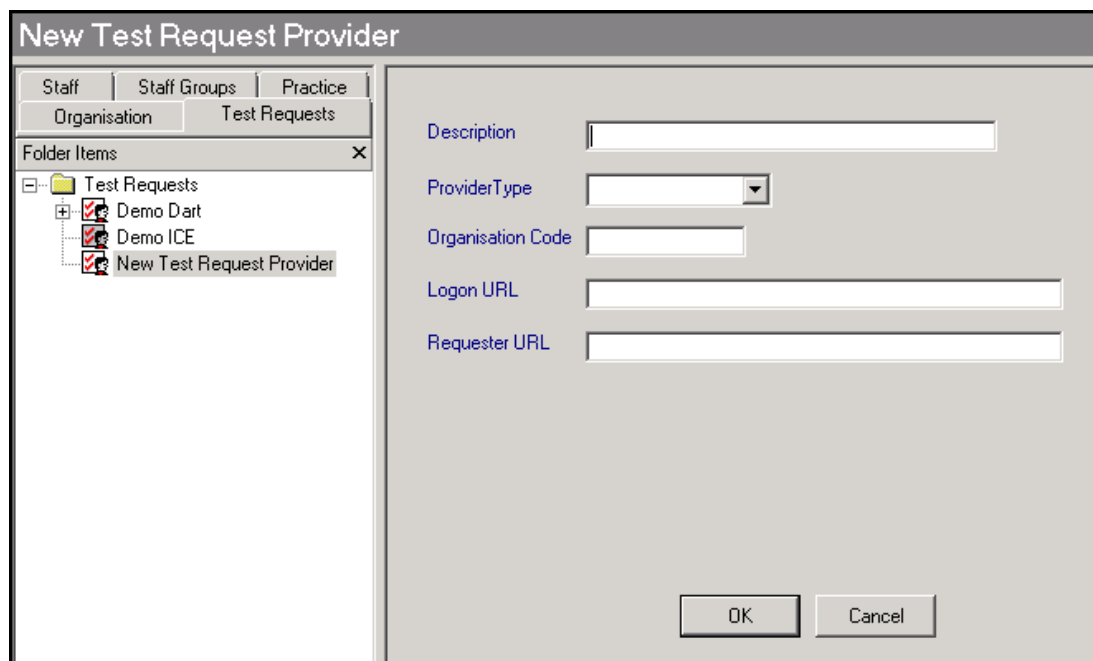
1. From the **Vision 3** front screen, select **Management Tools - Control Panel**



2. Select **File Maintenance - Test Requests**



3. Select the arrow on **Add**  and then **Add Provider**, the **New Test Request Provider** screen displays:



The dialog box titled "New Test Request Provider" has a tabbed interface with "Staff", "Staff Groups", "Practice", "Organisation", and "Test Requests". The "Test Requests" tab is active. On the left, a "Folder Items" tree shows "Test Requests" expanded, containing "Demo Dart", "Demo ICE", and "New Test Request Provider". The main area contains the following fields:

- Description**: Text input field.
- ProviderType**: Dropdown menu.
- Organisation Code**: Text input field.
- Logon URL**: Text input field.
- Requester URL**: Text input field.

At the bottom right are "OK" and "Cancel" buttons.

4. Complete as follows:
 - **Description** - Enter the provider description, for example, tQuest - Addenbrooke's - Online Request.
 - **Provider Type** - Select your provider from the available list.
 - **Organisation Code** - Enter the code provided by your Trust.
 - **Logon URL**:
 - **ICE** - Enter the Logon URL.
 - **tQuest** - Leave blank.
 - **Requester URL** - Enter the details provided by your Trust.
5. Select **OK**.

Adding an Electronic Test Request



Note - Although it is possible to access test requesting systems through a browser, outside of **Vision 3**, this is not recommended as it leaves the potential for incomplete patient records.

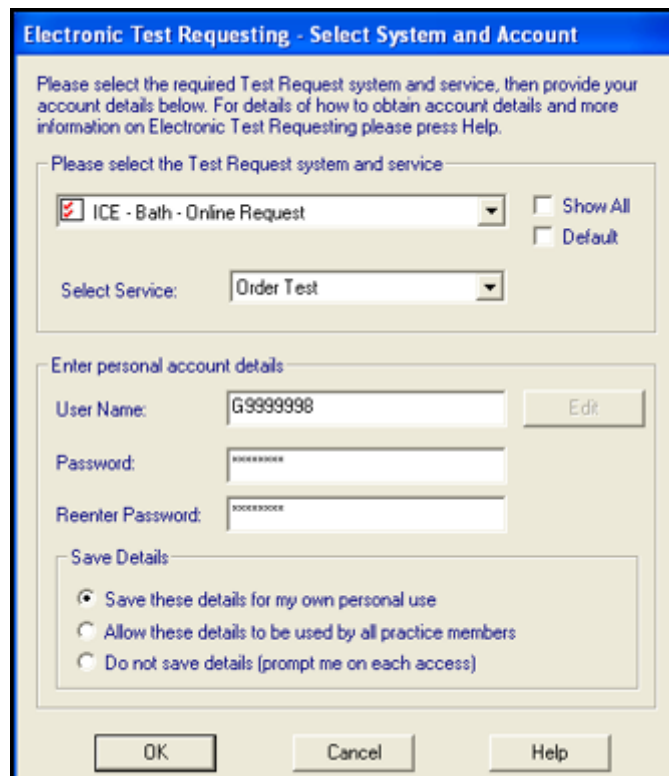
To add a test request:



1. From **Consultation Manager**, select either:

- **Create Electronic Test Request**  from the toolbar, or
- **Add - Requests - Electronic Requests** from the menu.

2. The **Electronic Test Requesting - Select System and Account** screen displays:



Electronic Test Requesting - Select System and Account

Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help.

Please select the Test Request system and service

☒ ICE - Bath - Online Request ☐ Show All ☐ Default

Select Service: Order Test

Enter personal account details

User Name: G9999998

Password:

Reenter Password:

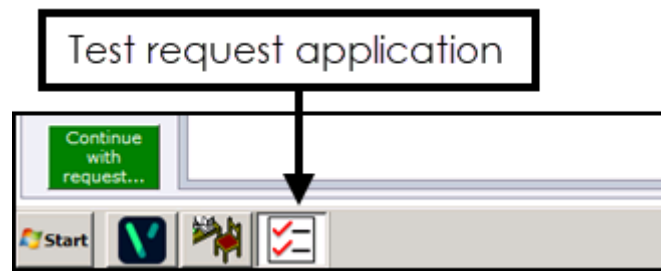
Save Details

☒ Save these details for my own personal use

☐ Allow these details to be used by all practice members

☐ Do not save details (prompt me on each access)

- **Scotland only** - The test request application is launched in a separate screen, this is indicated by the additional icon on the task bar:



Complete the request as follows:

- Please select the test request system and service:
 - **Show All** - Tick to allow you to select from the full list of providers on your system.
 - **Default** - Tick to display the providers that you have previously used.
 - **Select Service** - Defaults to **Order Test** for new tests and **Update Test** when editing, select from the list of services available if required.
 - **Enter personal account details** - Enter the details provided by your hospital trust:
 - **User Name**
 - **Password**
 - **Reenter Password**
 - **Save Details** - Select from:
 - **Save these details for my own personal use**
 - **Allow these details to be used by all practice members**
 - **Do not save details (prompt me on each access)**
4. Select **OK**.
5. From the test request interface, you can select to either:
- **Complete a request only, select to record sample collection at a later date**, or
 - **Complete a request and record sample collection at the same time**.



Note - You can request multiple samples within one test request.

6. Once your request is made, you return to the **Request** structured data area (SDA). If you printed labels while making the request, there is no need to select **Labels** within **Vision 3**.

7. Select **OK** to complete the request.

The request is recorded to the patient record with the following details:

- **Date of the request**
- **Clinician**
- **Read term for request** - Requests have the clinical term **413..00 - Laboratory Test Requested**, update if required.
- **Urgency** - Select **Routine** or **Urgent**.
- Other details including test request system, provider, sample description, sample status, sample date display in the details section of the **Requests** screen.



Note - As test request website pages can be customised, please refer to the suppliers training and user guides for details on how to use the test requesting web pages.

Recording a Sample Collection

If a test is requested and the sample taken at a later time, you must update the request to show the collection has taken place.



Training Tip - This method can also be used to edit a test request.


To update a request record:



1. From **Consultation Manager**, with the patient selected, find the request.



Training Tip - Select **Medical History - Requests** from the navigation pane to display all requests in a patient record.

2. Right click on the request and select **Edit**.
3. The **Requests - Update** screen displays, select **Order** .
4. Select the provider and log in if necessary.
5. **Select Service** defaults to **Update Test**, select **OK**.
6. Your test request system displays, update the request as required, for example, record the sample has been collected and print the request and sample details.
7. The **Request - Update** screen displays with the details of the sample collection in **Details**.



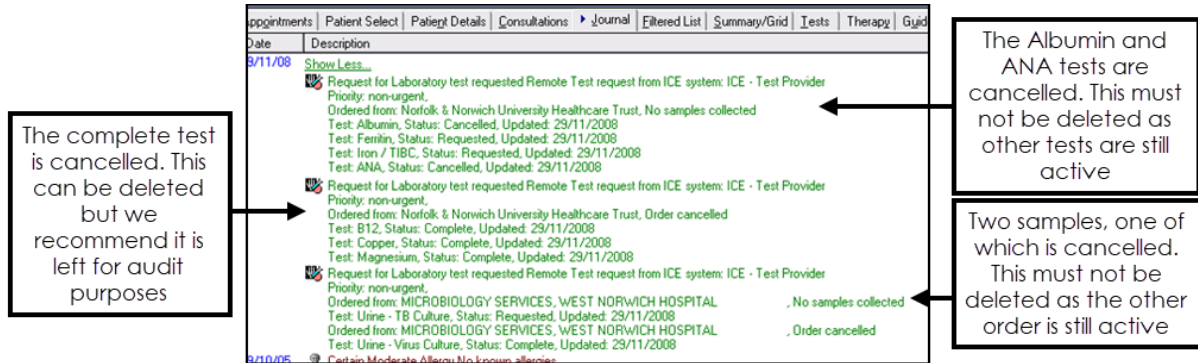
Note - Do not manually update **Details**, it is maintained by **Vision 3** and any manual changes may be lost.

8. Update **Date Specimen taken** with the date of the collection.
9. Select **OK**.

Deleting Electronic Test Requests

If you delete an electronic test request, the **Vision 3** entry automatically updates to **Cancelled**, there is no need to delete it.

If one test is cancelled in a multi-test request, the **Vision 3** entry updates automatically to mark that specific test as cancelled. It is important you do not delete the entry as other items are on the request:



The screenshot shows a table of test requests with columns for Date and Description. The first entry is dated 8/11/08 and describes a request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider. It lists several tests: Albumin, Ferritin, Iron / TIBC, and ANA. The second entry is dated 8/11/08 and describes a request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider. It lists tests: B12, Copper, and Magnesium. The third entry is dated 8/11/08 and describes a request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider. It lists tests: Urine - TB Culture, Urine - Microbiology Services, WEST NORWICH HOSPITAL, and Urine - Virus Culture. The fourth entry is dated 8/11/08 and describes a request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider. It lists tests: Urine - TB Culture, Urine - Microbiology Services, WEST NORWICH HOSPITAL, and Urine - Virus Culture.

The complete test is cancelled. This can be deleted but we recommend it is left for audit purposes

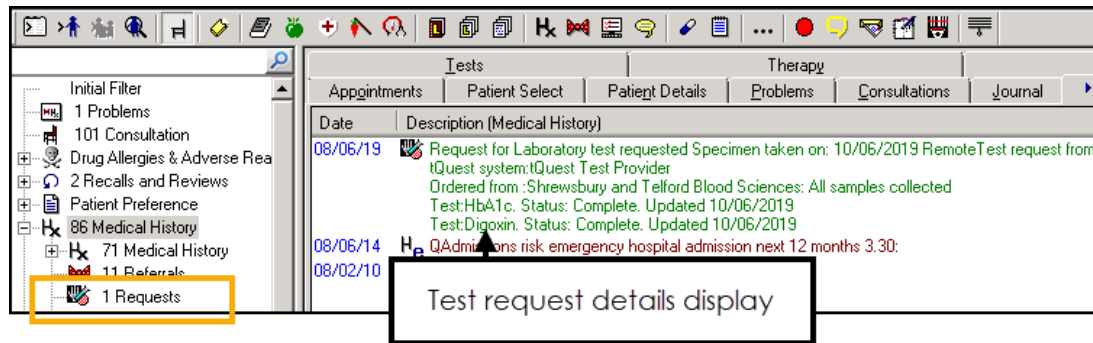
The Albumin and ANA tests are cancelled. This must not be deleted as other tests are still active

Two samples, one of which is cancelled. This must not be deleted as the other order is still active

Viewing Electronic Test Request Records

To view existing test requests:

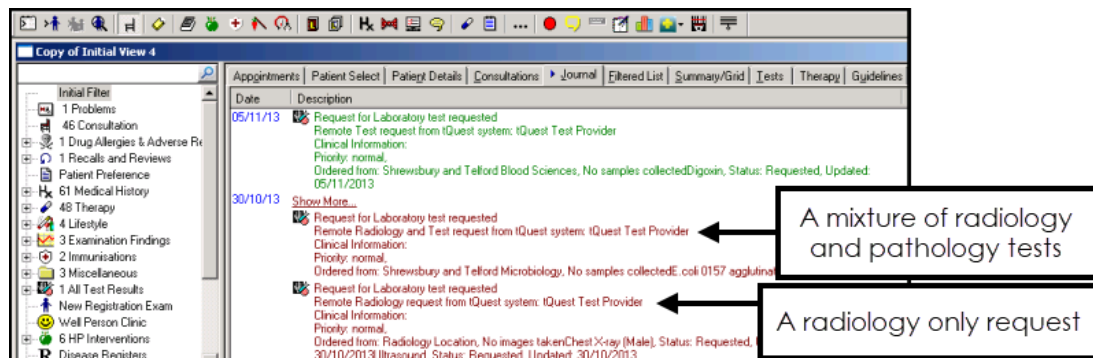
- Select the **Tests** tab, or.
- From the navigation pane, select **Medical History - Requests**:



Radiology Test Requests - tQuest Only

From **Consultation Manager**, if you select a radiology test from your **tQuest** test request system it displays as either:

- **Remote Radiology and Test request from tQuest system** - Indicating a mixture of radiology and pathology tests, or
- **Remote Radiology request from tQuest system** - Indicating a radiology request only:

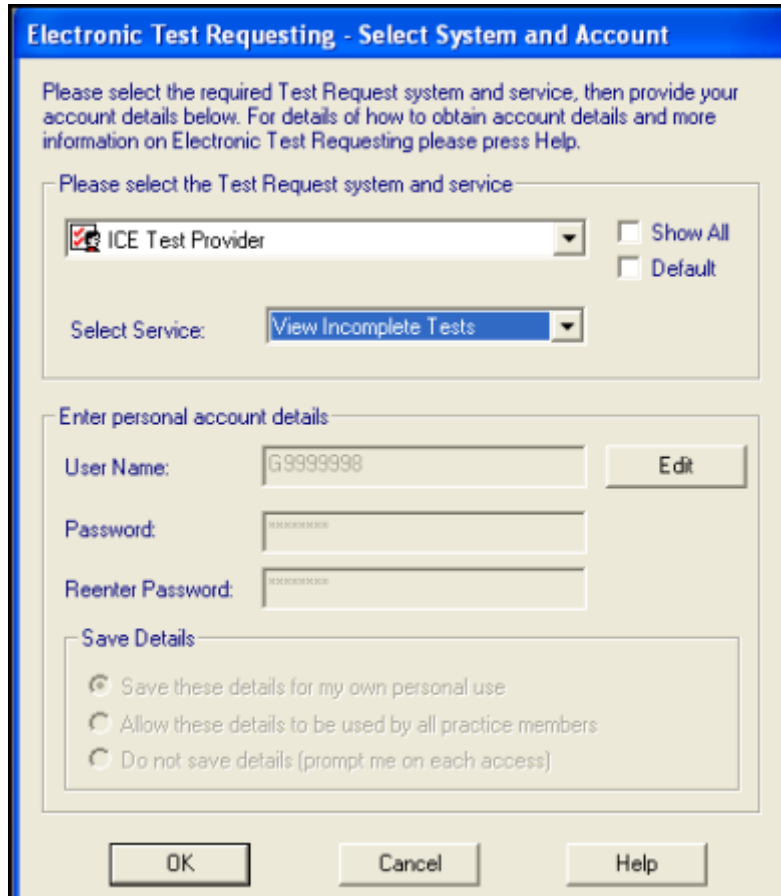


➔ See **Patient Report List** on page 13 and **Viewing Incomplete Tests** on page 12 for further details.

Viewing Incomplete Tests

To view test requests for a specific patient and check on their status:

1. From **Consultation Manager**, select the patient and if required open a consultation.
2. Select **Add - Requests - Electronic Requests** and the **Electronic Test Requesting - Select System and Account** screen displays:



From **Select Service**, select the status required, for example **View Incomplete Tests**.

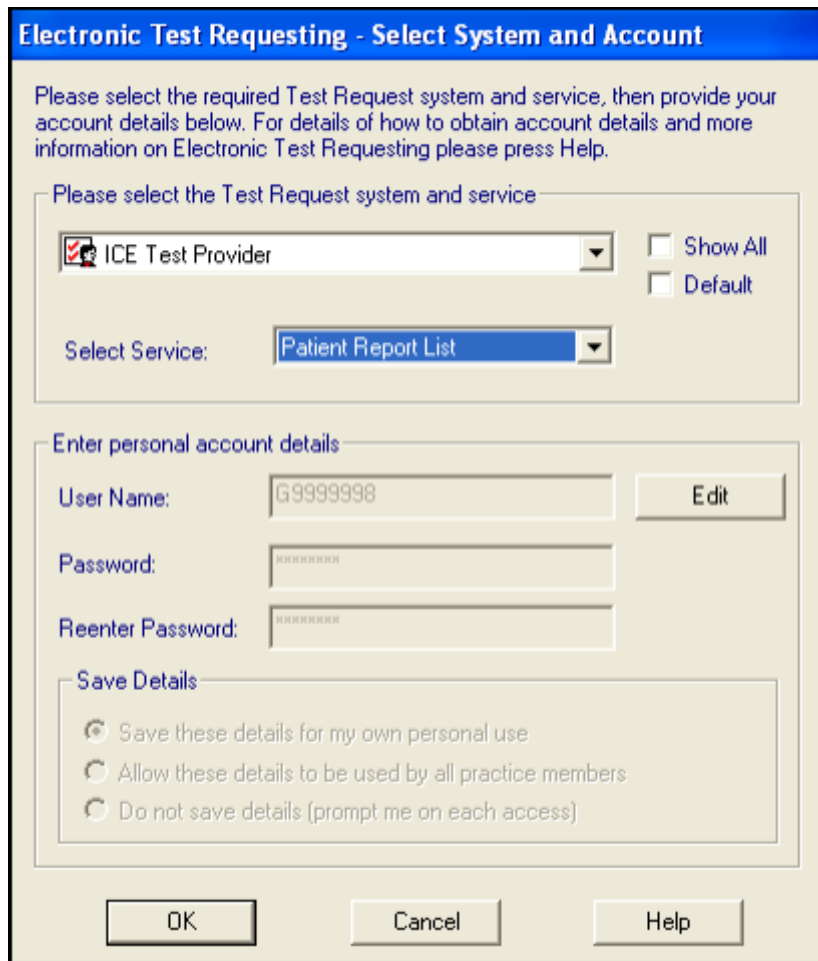
3. Select **OK** to be directed to the relevant pages of your test requesting system.

Patient Report List

You can audit and monitor test requests and results on a patient by patient basis from the **Patient Report List**.

To run the **Patient Report List**:

1. From **Consultation Manager**, select the patient and if required open a consultation.
2. Select **Add - Requests - Electronic Requests**.
3. The **Electronic Test Requesting - Select System and Account** screen displays, from **Select Services**, select **Patient Report List**:



4. Select **OK** to be directed to the relevant pages of your test requesting system.