



Electronic Test Requesting User Guide

Version 1.0

Wednesday, June 19, 2019

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Electronic Test Requests

Electronic test requesting is available from within Consultation Manager. You can currently connect to the following electronic test request systems:

- **ICE**
- **Technidata**
- **tQuest**
- **Cyberlab**
- **Plumtree**

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



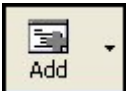
Your hospital trust is responsible for enabling this integration.

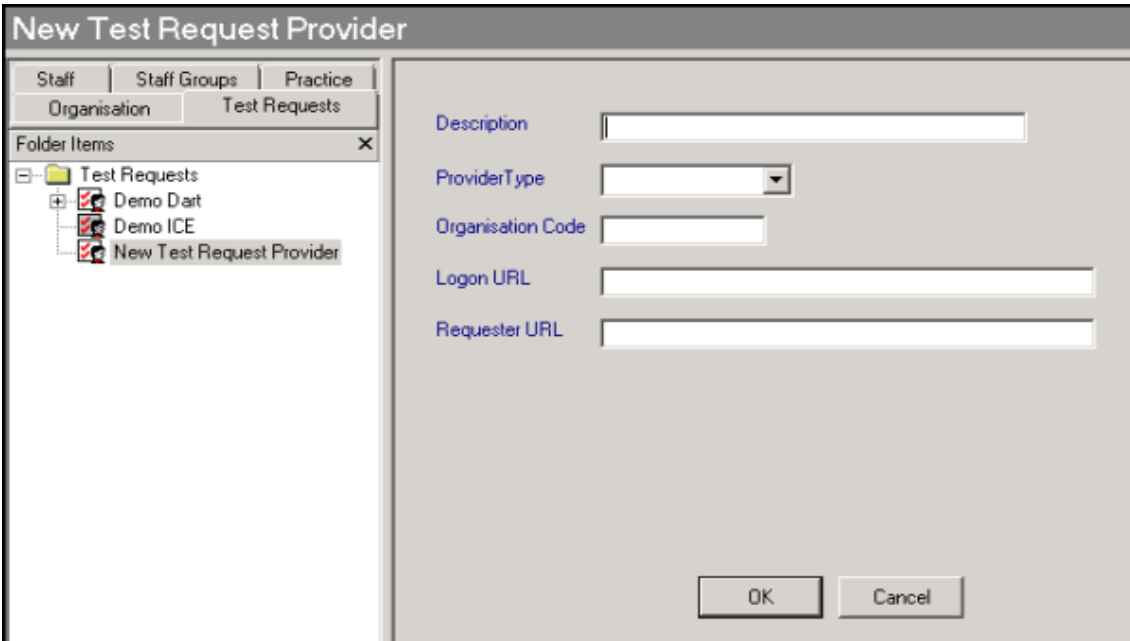
Before you can use Electronic Test requesting, you must set up your providers in Vision 3.

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** before the link can be used. To set up your Test provider:

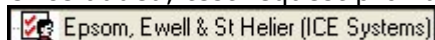
1. From the Vision front screen, select - **Control Panel** .
2. Select **File Maintenance - Test Requests** .
3. Select **Add**  and then **Add Provider**, the **New Test Request Provider** screen displays.



The screenshot shows the 'New Test Request Provider' dialog box. On the left, there is a 'Folder Items' tree view with a 'Test Requests' folder containing three items: 'Demo Dart', 'Demo ICE', and 'New Test Request Provider'. The right side of the dialog contains several input fields: 'Description' (text box), 'ProviderType' (dropdown menu), 'Organisation Code' (text box), 'Logon URL' (text box), and 'Requester URL' (text box). At the bottom right, there are 'OK' and 'Cancel' buttons.

4. Complete as follows:
 - **Description** - Enter the provider description, for example, tQuest - Addenbrooke's - Online Request or ICE - Chichester - Online Request.
 - **Provider type** - Select your provider.
 - **Organisation code** - Enter the code provided by your Trust.
 - **Logon URL** - If you are adding:
 - **ICE** - Enter the Logon URL.
 - **tQuest** - Leave blank.
 - **Requester URL** - Enter the details provided by your Trust.
5. Select **OK**.

Once added, test request providers display on the **Test Requests** list



You can activate or inactivate individual entries.

Adding an Electronic Test Request

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

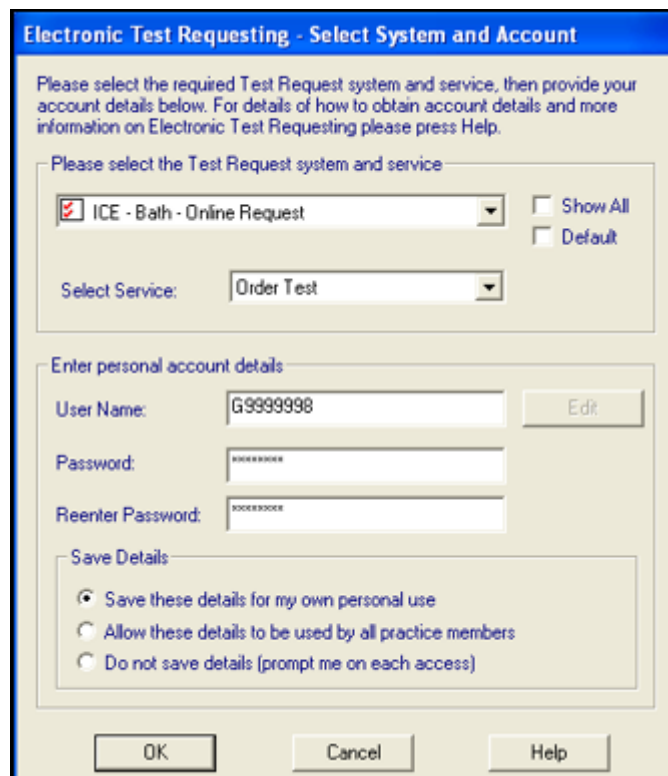
To add a test request:



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

- **Create Electronic Test Request** , or
- **Add - Requests - Electronic Requests.**

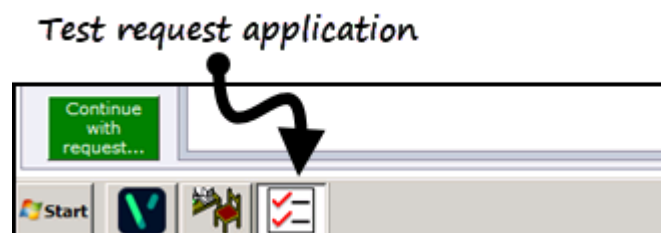
2. The **Electronic Test Requesting - Select System and Account** screen displays:



The screenshot shows a dialog box titled "Electronic Test Requesting - Select System and Account". It contains the following elements:

- Instructional text: "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."
- Section: "Please select the Test Request system and service"
 - Dropdown menu: "ICE - Bath - Online Request" (checked)
 - Buttons: "Show All" and "Default" (unchecked)
 - Section: "Select Service:" with dropdown menu: "Order Test"
- Section: "Enter personal account details"
 - User Name: "G9999998" (with "Edit" button)
 - Password: masked with "*****"
 - Reenter Password: masked with "*****"
- Section: "Save Details"
 - Radio buttons: "Save these details for my own personal use" (selected), "Allow these details to be used by all practice members", "Do not save details (prompt me on each access)"
- Buttons: "OK", "Cancel", "Help"

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



3. 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.**
 - **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 are returned to the **Request** SDA. If you have printed labels while making the request, there is no need to select **Labels** within Vision.
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 Read code 413..00 -Laboratory Test Requested, this can be updated if required.
- **Urgency** - Routine or Urgent
- Other details including test request system, provider, sample description, sample status, date sample was updated are added to the details section of the Requests form.

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


You may need to update a test request, for example, 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.

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 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 an electronic test request is deleted, the Vision entry updates automatically to show a status of **Cancelled**, there is no need to delete it.

If one test is cancelled in a multi-test request, the Vision entry updates automatically to mark that specific test as cancelled. In this case, it is important that the entry should not be deleted as other items are on that request.

Example two, the complete test is cancelled, this Journal entry could be deleted, it is advisable to leave it for audit purposes.

Date	Description
9/11/08	<p>Show Less...</p> <p>Request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider Priority: non-urgent, Ordered from: Norfolk & Norwich University Healthcare Trust, No samples collected Test: Albumin, Status: Cancelled, Updated: 29/11/2008 Test: Ferritin, Status: Requested, Updated: 29/11/2008 Test: Iron / TIBC, Status: Requested, Updated: 29/11/2008 Test: ANA, Status: Cancelled, Updated: 29/11/2008</p>
	<p>Request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider Priority: non-urgent, Ordered from: Norfolk & Norwich University Healthcare Trust, Order cancelled Test: B12, Status: Complete, Updated: 29/11/2008 Test: Copper, Status: Complete, Updated: 29/11/2008 Test: Magnesium, Status: Complete, Updated: 29/11/2008</p>
	<p>Request for Laboratory test requested Remote Test request from ICE system: ICE - Test Provider Priority: non-urgent, Ordered from: MICROBIOLOGY SERVICES, WEST NORWICH HOSPITAL . No samples collected Test: Urine - TB Culture, Status: Requested, Updated: 29/11/2008 Ordered from: MICROBIOLOGY SERVICES, WEST NORWICH HOSPITAL . Order cancelled Test: Urine - Virus Culture, Status: Complete, Updated: 29/11/2008</p>
9/10/05	<p>Certain Moderate Allergy No known allergies</p>

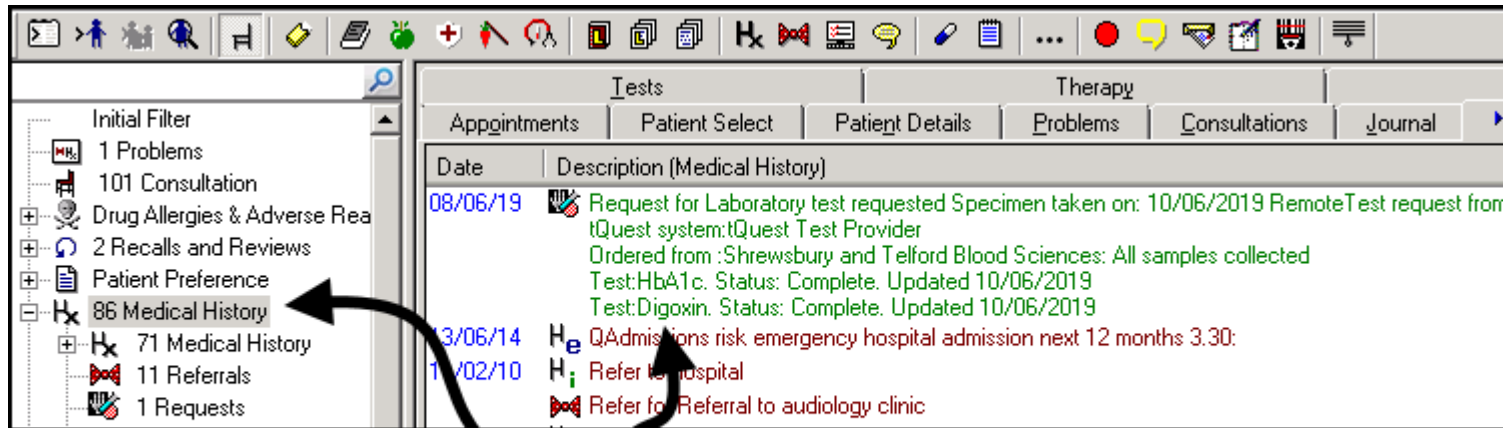
Example one, the Albumin and ANA tests have been cancelled. This Journal entry must not be deleted because other tests (Ferritin and Iron) are still active.

Example three, two samples one of which is cancelled. The Journal entry must not be deleted because the other order is still active.

Viewing Electronic Test Request Records

To view existing test requests:

- From the navigation pane, select **Medical History - Requests**:



The screenshot displays a medical software interface. On the left is a navigation pane with a tree view. The 'Medical History' folder is expanded, and the 'Requests' sub-item is selected. The main window shows a table of test requests under the 'Medical History' tab. The table has two columns: 'Date' and 'Description (Medical History)'. The first row shows a request from 08/06/19 for a laboratory test. The second row shows a request from 13/06/14 for an admission risk assessment. The third row shows a request from 17/02/10 for a hospital referral. The fourth row shows a request for an audiology clinic referral.

Date	Description (Medical History)
08/06/19	Request for Laboratory test requested Specimen taken on: 10/06/2019 RemoteTest request from tQuest system:tQuest Test Provider Ordered from :Shrewsbury and Telford Blood Sciences: All samples collected Test:HbA1c. Status: Complete. Updated 10/06/2019 Test:Digoxin. Status: Complete. Updated 10/06/2019
13/06/14	H_e Admissions risk emergency hospital admission next 12 months 3.30:
17/02/10	H_i Refer to hospital
	Refer for Referral to audiology clinic

Select Requests to display

Viewing Incomplete Tests

You can 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**.
3. The **Electronic Test Requesting - Select System and Account** screen displays:

The screenshot shows a dialog box titled "Electronic Test Requesting - Select System and Account". The dialog contains the following elements:

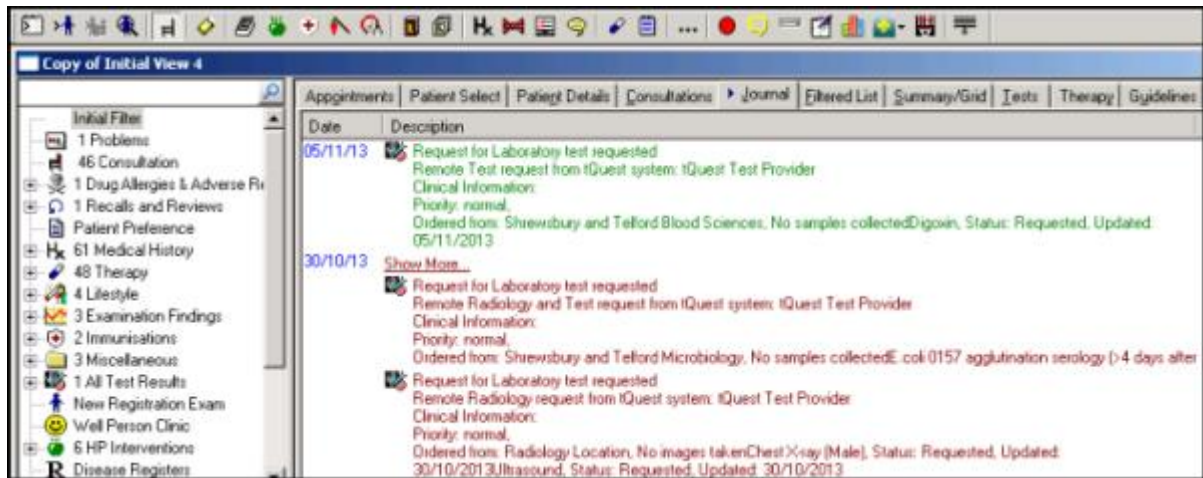
- Header:** "Electronic Test Requesting - Select System and Account"
- Instructions:** "Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help."
- Section 1: Please select the Test Request system and service**
 - A dropdown menu showing "ICE Test Provider" with a checkmark icon.
 - Two checkboxes: "Show All" and "Default", both currently unchecked.
 - A "Select Service:" label followed by a dropdown menu showing "View Incomplete Tests".
- Section 2: Enter personal account details**
 - "User Name:" field containing "G9999998" and an "Edit" button.
 - "Password:" field with masked characters (dots).
 - "Reenter Password:" field with masked characters (dots).
- Section 3: Save Details**
 - Three radio button options:
 - 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)
- Buttons:** "OK", "Cancel", and "Help" buttons at the bottom.

4. From **Select Services**, select the status required, for example **View Incomplete Tests**.
5. Select **OK** to be directed to the relevant pages of your test requesting system.

tQuest Only - Radiology Test Requests

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.



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:

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 Test Provider Show All
 Default

Select Service: Patient Report List

Enter personal account details

User Name: G99999998

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)

4. From **Select Services**, select **Patient Report List**.
5. Select **OK** to be directed to the relevant pages of your test requesting system.