EMIS tQuest – Order and Save blood test as a PDF

As part of making phlebotomy services as safe as possible during the Covid-19 emergency, all clinics will be pre-booked. Blood request forms will be emailed directly to the phlebotomy service provider in order to save patients from having to collect or handle forms at their GP practice. Blood request forms will be printed for the patients at the phlebotomy clinic sites.

Please continue to use pathology services sparingly, so that capacity is protected for high risk monitoring and other essential activity.

Two Options

There are two ways of saving and sending tQuest forms as a PDF file, depending on whether you have access to CutePDF Writer (i.e. PDF print option). Please follow those steps in the below instructions that correspond to your computer access.

Please note that there are further helpful pointers provided underneath these instructions.
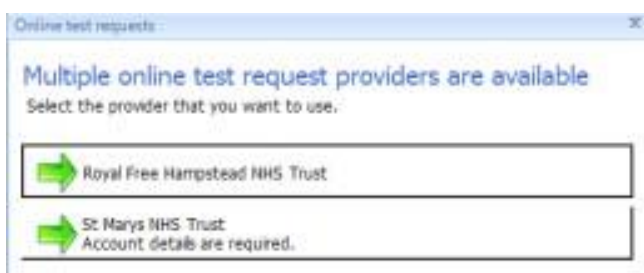
1. Everyone will need to undertake Step 1

Step 1: Ordering blood test on tQuest
Generate a tQuest request in the normal way, including pressing the 'Finish' button.
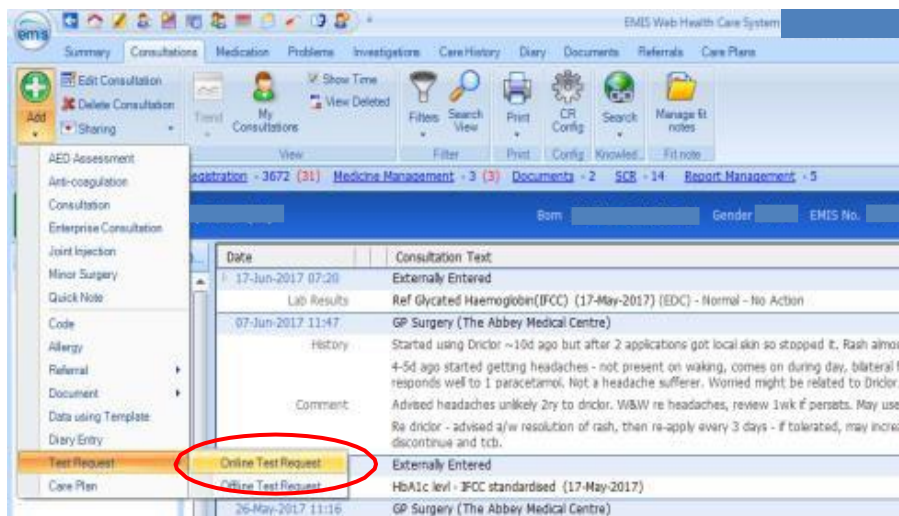
If the GP practice is linked to more than one tQuest provider, select the relevant provider by clicking on the name:

This will bring up the tQuest screen where you can place a new pathology order(s) or view previous results:

To order new pathology requests, select the required tests and click on [Finish] to complete the ordering process.

2. Please follow **steps 2a or 2b depending on your access to CutePDF Writer**

## *Step 2a: If you <u>do not</u> have access to CutePDF Writer* (i.e. PDF print option)

Request admin to undertake next steps:

- Requester to send a **Task** in EMIS to Admin asking them to save as the tQuest as PDF in the chosen folder.
- Admin to email PDF tQuest forms to the phlebotomy provider.

Step 2b: If you <u>do</u> have access to CutePDF Writer (i.e. PDF print option)

How to save tQuest form as a PDF document:

- Select CutePDF Writer in the list of printers.
- If invited to nominate a printer source, select *Automatically Select*.
- Leave the other settings, e.g. margins and paper size, as they are.
- Now click on **Save & Print**
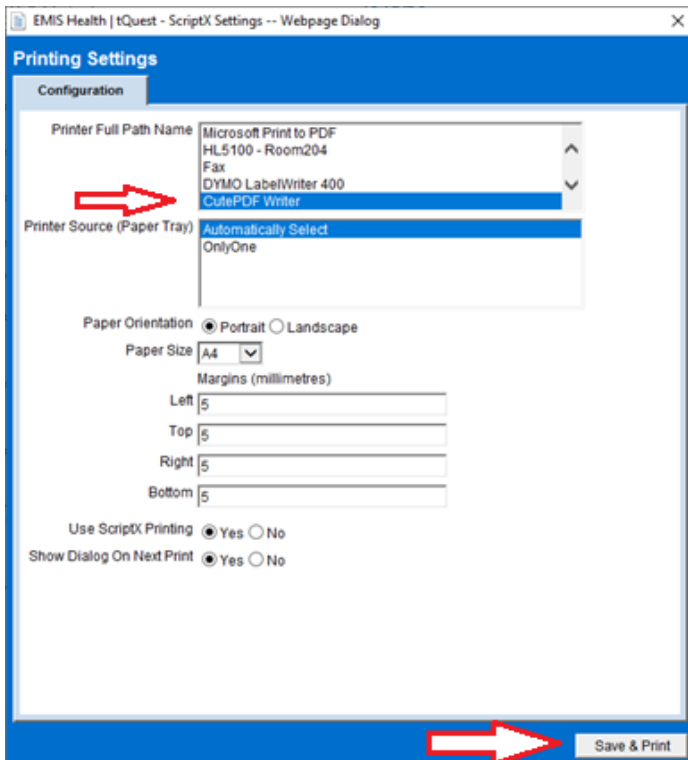
- If you get a dialogue box asking whether the form has printed correctly, select **Yes**.

- After clicking **Save & Print**, you will need to save the document in the folder of your choice. Select the folder, use the Patient Name as the file name and click on **Save.**
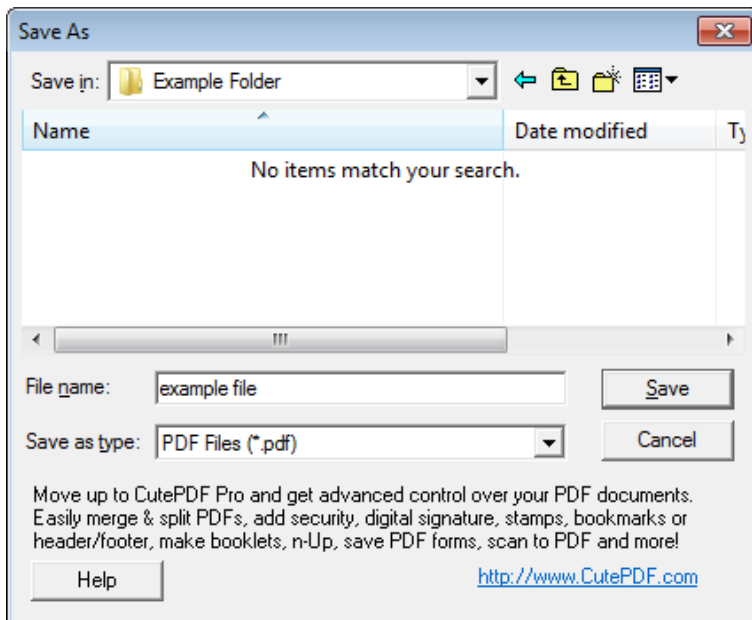
- Now attach the PDF to an Outlook email and send to your chosen Phlebotomy clinic site with the patient NHS number, DOB and patient initials in the subject email.

If you have already printed a form and wish to reprint/save it to PDF please follow the instructions below:

- Select Investigations tab from the EMIS ribbon.
- Click on the ''Patient Report List'' icon in the lower part of the ribbon.
- Chose the relevant provider in the dialogue box
- The tQuest 'Online Test Request' screen should launch
- Click on the row of the test you wish to reprint
- Select the 'reprint' button on the bottom left of the screen
- Continue from Step 2 above.
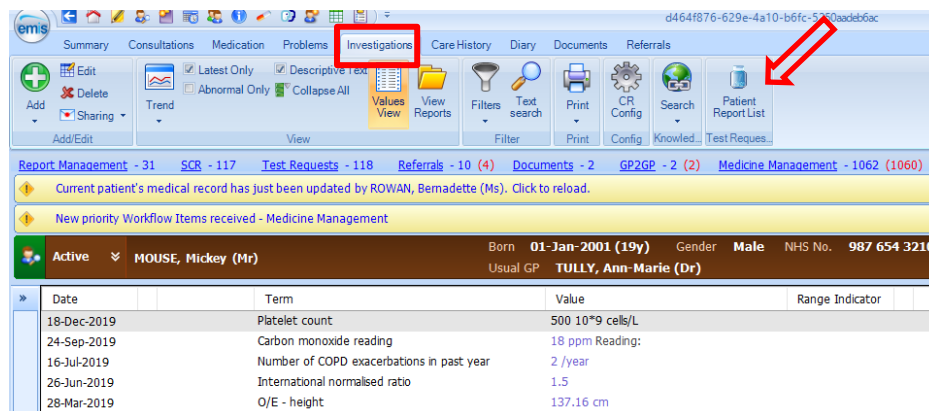
Helpful pointers

- Save the file to a folder you will find easy to locate. It may be helpful to create a new folder on the desktop naming it *"PDF tQuests for emailing"*. It is good practice to delete the PDFs as soon as they have been emailed.

- Patient Name should be the file name.

- Attached the chosen PDF to an Outlook email and send to the chosen Phlebotomy clinic site email address (see table below).

- Subject email should be NHS number, DOB and patient initials.

Email addresses for Community Phlebotomy sites:

Provider	Site	Email
NMUH	NMUH – main site	Northmid.phlebotomydomicilliary@nhs.net
Royal Free	Hampstead – main site	rf-tr.phlebotomy@nhs.net
Royal Free	Chase Farm	rf-tr.cfhphlebotomy@nhs.net
UCLH	Community sites	uclh.gpbloodtestrequest@nhs.net