

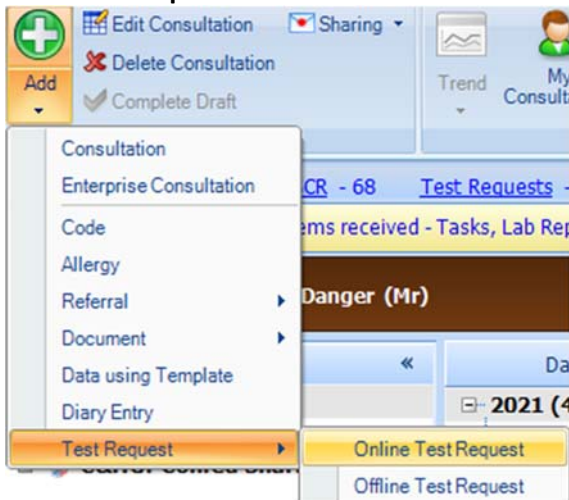
Emis Web / tQuest – Pathology Requesting User Guide

August 2021

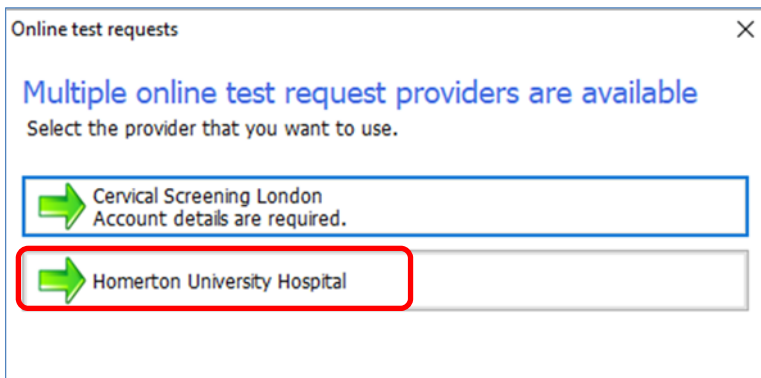
In Emis Web go to **Add**:



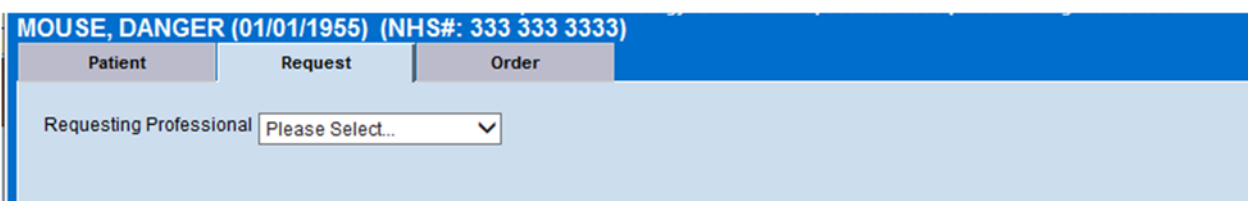
Go to **Test Request** and then select **Online Test Request**:



Select **Homerton University Hospital**:



If you are not a named/lead GP with a prescriber code for that practice you will need to request on behalf of one of the named or lead GPs associated to the practice on the Spine.



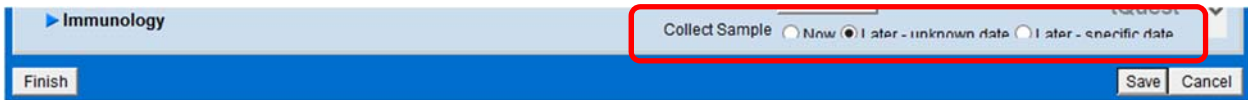
This applies to all HCA's, locums, diabetic nurses, practice nurses, physio's, and specialist nurses, etc. – request on behalf of a named or lead GP.

You now have the option of:

1. Choose from the 'Common Orderables' – displayed by category on the left of the screen.
2. Use the **Test Search** button on the right side of the screen to find specific tests.
3. Use the **Test Groups** option which is above the Test Search field. This will offer a group of tests which normally 'go together' such as for a diabetes review.

The screenshot shows the NHS tQuest system interface for a patient named MOUSE, DANGER (01/01/1955) with NHS number 333 333 3333. The interface is divided into three tabs: Patient, Request, and Order. The 'Request' tab is active, showing a list of tests under the 'Biochemistry' category. The 'Liver Profile' test is selected with a checkmark. Other tests listed include Bone Profile, C Reactive Protein (CRP), Lipid Profile, Urate / Uric Acid, Prostate Specific Antigen (PSA), B12, Gamma Glutamyl Transferase (Gamma GT), Glucose (Random), Iron Only, Oestradiol (E2), Thyroid Function Tests (TSH Only), Urine Albumin Creatinine Ratio, Vitamin D, Electrolytes + Creatinine, Cholesterol, Thyroid Function Tests (Free T4 & TSH), Ferritin Only, Alanine Transaminase (ALT), Faecal Immunochemical Test, Glucose (Fasting), Haemoglobin A1c, Lipase, NT Pro Beta Natriuretic Peptide (NT-ProBNP), Serum Folate (incl. B12), and Total Bilirubin. On the right side, there are sections for 'Test Groups' (with an 'Open' button), 'Ordered Test Groups' (empty), 'Test Search' (with an 'Open' button), 'Ordered Items' (containing 'Liver Profile'), and 'Clinical Details' (with a text box containing 'test'). At the bottom, there are buttons for 'Comment', 'Save Text', and 'Collect Sample' (with radio buttons for 'Now', 'Later - unknown date', and 'Later - specific date'). The interface also shows a 'Finish' button at the bottom left and 'Save' and 'Cancel' buttons at the bottom right. The NHS logo and 'ems health tQuest' branding are visible in the bottom right corner.

Collect Sample: there are three options available as radio buttons at the bottom of the screen.

A screenshot of the EMIS web interface. At the top, there is a blue header bar with the text 'Immunology' on the left and a dropdown menu on the right. Below the header, there is a white area containing the text 'Collected Sample' followed by three radio buttons: 'Now', 'Later - unknown date' (which is selected), and 'Later - specific date'. At the bottom of this white area, there are two buttons: 'Finish' on the left and 'Save' and 'Cancel' on the right.

These work as follows:

- 1. Now**
the patient will be bled today at the practice (HCA/nurse, etc.)
Click **Now** and then click on **Finish** at the bottom left of the screen.
This will print the order form with the time and date stamp added for today.
- 2. Later – unknown date**
the patient will be bled at the Homerton Hospital
Click **Later – unknown date** and then click **Finish** at the bottom right of the screen.
You will return to the EMIS Web screen and a form will be printed which the patient will need to take to the hospital for their test. Saving creates a workflow task which needs to be completed.
- 3. Later – specific date**
the patient will return to be bled another day
Click **Later – specific date** and then this will prompt for a date to be entered.
Then click **Finish** or **Save** depending on whether a printed form is required.
If **Finish** is selected and the form prints, it will be stamped with the date selected.

A test which has been **Finished** is considered a complete test.
This request will be listed in the **Complete Tests** tab in Location Report.
A complete test can have the form reprinted.

A test which has been **Saved** is considered an incomplete test.
This request will be listed in the **Incomplete Tests** tab in Location Report.
An incomplete test can be edited or recorded as collected/sampled. An incomplete test cannot be reprinted.

A saved test request (for completion/bleeding/sampling later) can be found in the following places on EMIS Web.

- On the patients Summary Screen (top right with Diary entries)
- In the Diary
- In Workflow, Test Requests, Awaiting Sample