

## Emis Web / tQuest – Sample Collection User Guide

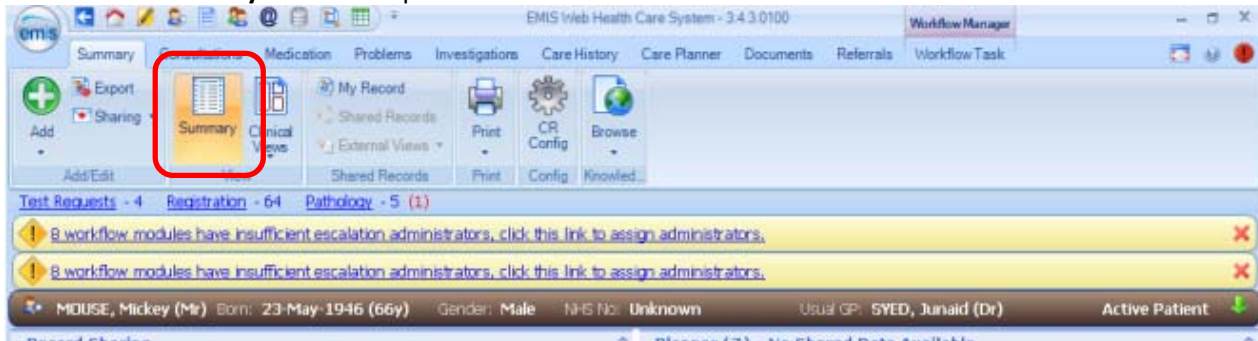
August 2021

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

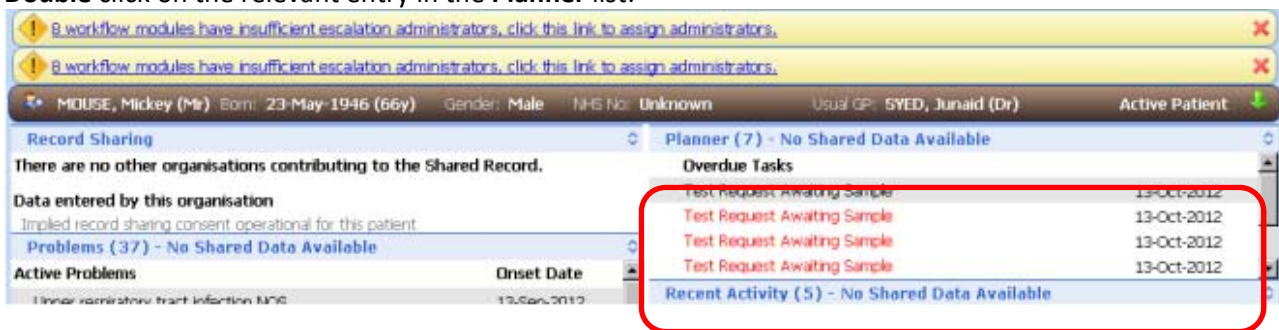
- On the patients Summary Screen (top right with Diary entries)
- In the Diary
- In Workflow, Test Requests, Awaiting Sample

### Completing a saved test request from the Summary screen

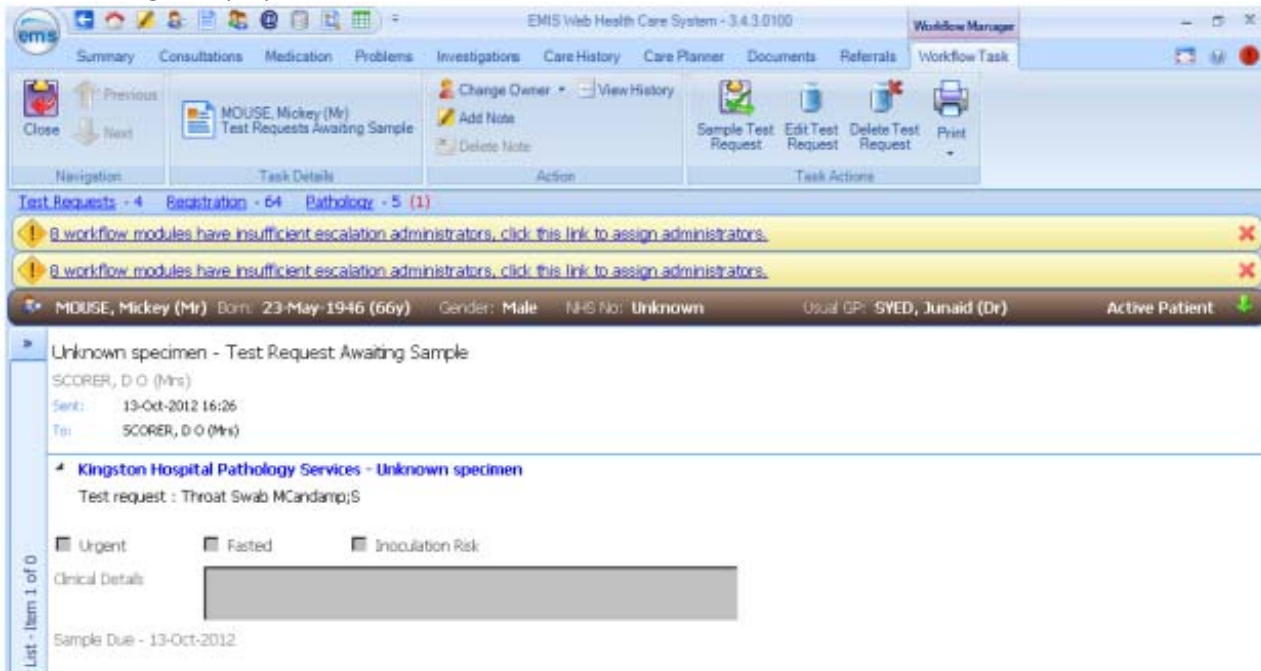
Click on the **Summary** button or option:



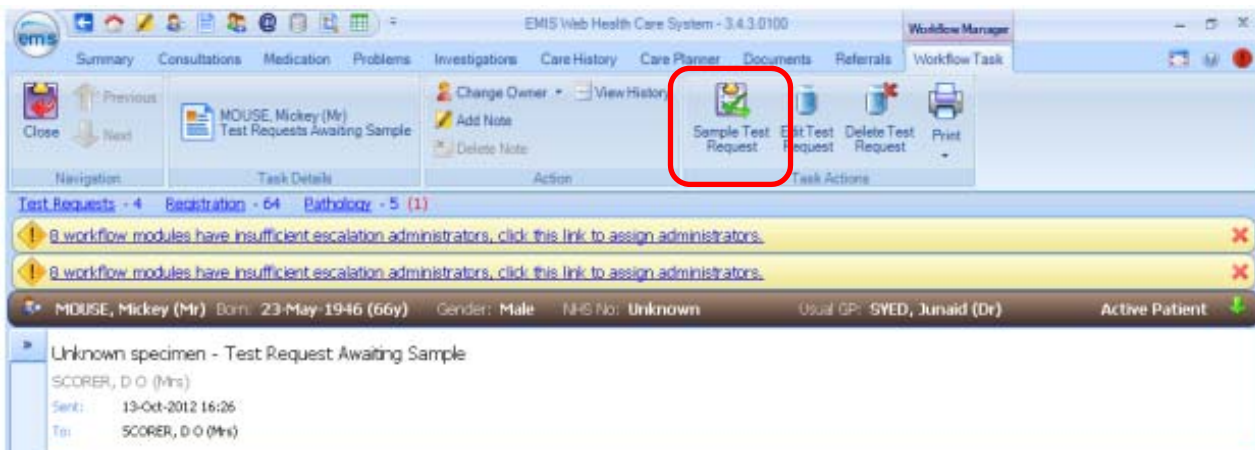
**Double** click on the relevant entry in the **Planner** list:



The following is displayed:



Click on the **Sample Test Request** button at the top of the screen:



This will open the Sample screen:

The sample screen gives details of the containers required on the left hand side of the screen for that request.

Select **Collect All Samples**, this will stamp the test request and printed form with the sample collection date and time.

Then click on **Finish** at the bottom of the Sample screen.

You need to click **OK** in the dialogue box to finalise the process and save the changes. When this process is complete you will be returned to an EMIS Web screen.

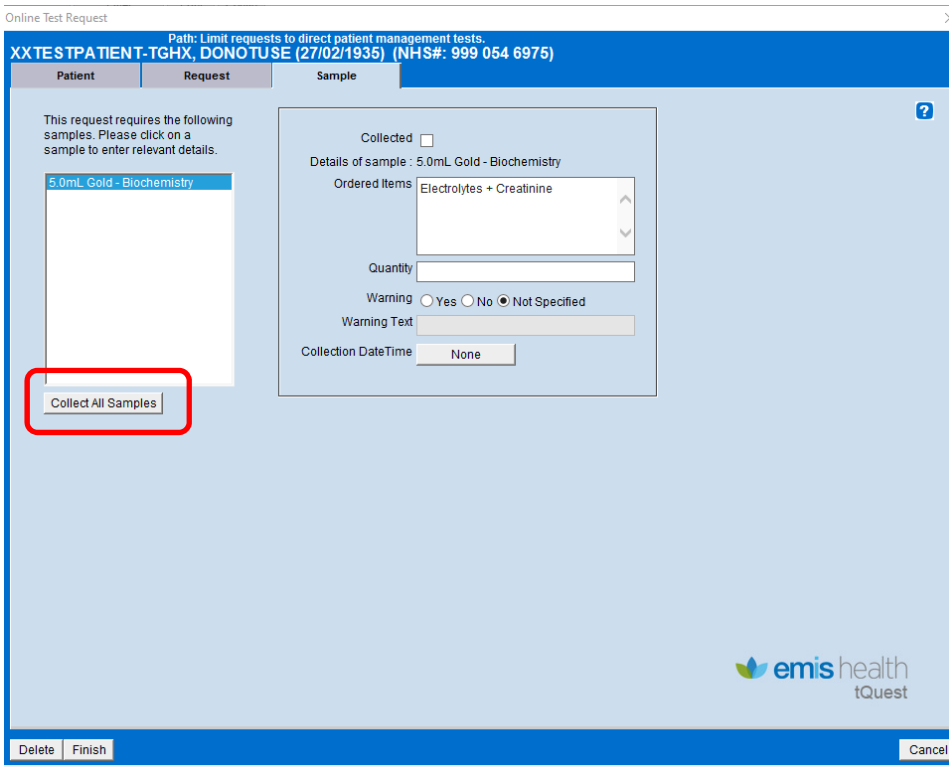
An electronic message will be sent to the Pathology system immediately so that they know to expect the request and the sample. This will enable the Pathology team to link the sample to the electronic request when the sample arrives at the lab.

### Completing a saved test from the Diary screen

Click on the **Diary** tab at the top of the screen



Click on **Track Online** and the sample screen should pop up as below



The sample screen gives details of the containers required on the left hand side of the screen for that request.

Select **Collect All Samples**, this will stamp the test request and printed form with the sample collection date and time.

Online Test Request  
Path: Limit requests to direct patient management tests.  
XX TESTPATIENT-TGHX, DONOTUSE (27/02/1935) (NHS#: 999 054 6975)

Patient Request Sample

This request requires the following samples. Please click on a sample to enter relevant details.

5.0mL Gold - Biochemistry

Clear All Collected

Collected

Details of sample - 5.0mL Gold - Biochemistry

Ordered Items: Electrolytes + Creatinine

Quantity:

Warning:  Yes  No  Not Specified

Warning Text:

Collection DateTime: 02/09/21 12:05

Delete Finish Cancel

emis health tQuest

Then click on **Finish** at the bottom of the Sample screen.

EMS Health | tQuest - Extended Questions / Information -- Webpage Dialog

Step 1 of 1: 'All Pathology Orders'

Bleep/Telephone Number:  
07579466997 59 characters remaining

Save

You need to click **Save** on the following screen and then **OK** in the resultant dialogue box to finalise the process and save the changes. When this process is complete you will be returned to an EMIS Web screen.

An electronic message will be sent to the Pathology system immediately so that they know to expect the request and the sample. This will enable the Pathology team to link the sample to the electronic request when the sample arrives at the lab.

If you see a blank space after **Collection Date & Time** on the tQuest form (or on the sticky label), please do not use it – please follow the **Recollecting completed test request** guide on page 1.

**(Unless it's a blood test request form and the patient is going to the hospital for the blood test)**

**Pathology Request -Biochemistry and Haematology**

**Xttestpatient-Tghx, Donotuse**

NHS Number: **999 054 6975** Hospital Number: **2941257** GP Practice: **Shoreditch Park Surgery**  
Date of Birth: **27/02/1935** Sex: **Female** GP Code: **GEN10RUSH**  
Pregnant: Fasting: Priority: GP: **Pooled List Shoreditch**  
Tel: **0207 398823**

Container \_\_\_\_\_  
Collection Date & Time: \_\_\_\_\_

**4.0mL Purple - Biochemistry**

**Haemoglobin A1c**



Reason for Request: **test**

Is patient on anti-coagulant therapy?

Anti-coagulant type:

Date and Time of Last Dose:

Dosage:

Country visited:

Time since visit:

Anti-malarial prophylaxis taken?

Anti-malarial used:

Anti-malarial dosage:

Homerton University Hospital   
NHS Foundation Trust

**Homerton University Hospital Pathology**  
Please take this form to **Blood Tests** within 5 days at:

**Homerton University Hospital Phlebotomy**  
Opening Hours: - Monday to Friday  
GP Patients: 8:00am-4:00 pm

← THIS WAY UP

Xttestpatient-Tghx, Donotuse  
27/02/1935 Female 999 054 6975  
4.0mL Purple - Biochemistry  
BHL-HBA1  
← THIS WAY UP