

Standard Operating Procedure

eRS - Phlebotomy Blood Test Service



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1. Identifying and Selecting Patient on eRS

- 1.1. Select the **NHS Number** search feature on eRS. Then enter the patients NHS number and click on the **Search** button.

e-Referral Service **NHS**

Patient Worklists Directory of Services Enquiries Reports Alerts

Search By NHS Number UBRN Demographics

NHS Number

- 1.2. Check the patients details are correct and update if necessary. Once the patient details are confirmed as correct click the **Refer/Advice** button.

e-Referral Service **NHS**

Patient Worklists Directory of Services Enquiries Reports Alerts

Search By NHS Number UBRN Demographics

NHS Number

Name:	XXTESTPATIENTAADW, Ebs-donotuse (Mr)	Telephone	Mobile	07867 987781	Address:	c/o HSCIC TEST DATA MANAGER, Solution Assurance, 1
NHS Number:	999 007 7827					Trevelyan Sq.
Date of Birth:	16/12/1960					Boar Lane
Age:	59 years					Leeds
Gender:	Unspecified					West Yorkshire
						LS1 6AE

2. Identifying and Selecting a Service on eRS

- 2.1. The “Request Type” should be set to **Referral** and the “Priority” set to **Routine** or **Urgent**.
- 2.2. For the “Speciality” select **Diagnostic Pathology** and for the “Clinic Type” select **Blood Test**.
- 2.3. Check the location details for your service/patient are correct and click the **Search All** button.

Search By

* Request Type * Priority

* Enter one or more of the following fields. Entering information in more than one row may reduce the services returned.

Clinical Term

Speciality Clinic Type

Named Clinician

Refine Your Search With

Distance within miles of

Indicative Wait Time Less Than Days

Organisation or Site Name

Age and Gender Appropriate Services Only

Additional Options

Sort By

Referring Information

Initial Referring Clinician/Organisation DARKO, Kate / WHITTINGTON HEALTH NHS TRUST

Commissioning Organisation NHS ENGLAND LONDON

2.4. From the search results select the appropriate clinic or clinics and click the **Appointment Search** button.

Service Selection

Service Search Criteria

Group By: Compare Services

▼ (Results returned: 7)

Select	Miles	Appointment Type	Service Name	Indicative Appointment Wait ⓘ	Indicative Treatment Wait ⓘ	Directly Bookable	Referrer Alert ⓘ	Link to NHS Choices ⓘ	Location
<input checked="" type="checkbox"/>	0	Diagnostic	Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	4 Days		Yes	ⓘ	ⓘ	THE WHITTINGTON HOSPITAL
<input checked="" type="checkbox"/>	1	Diagnostic	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	4 Days		Yes	ⓘ	ⓘ	HOLLOWAY COMMUNITY HEALTH CENTRE

Cancel Search Criteria Appointment Search Request

2.5. Review the referral criteria and select the appropriate clinic or clinics and click the **Continue with Selected Services** button.

Review Referral Criteria

Please check that the following referral criteria meet the requirements of your patient. If not de-select the service.

Select	Service Name	Referrer Alert	Exclusions	Conditions Treated	Suggested Investigation
<input checked="" type="checkbox"/>	Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	Please ensure a blood request is made on ICE once appointment has been booked.			
<input checked="" type="checkbox"/>	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	Please ensure a blood request is made on ICE once appointment has been book.			

Cancel Back with selected services Continue with selected services

3. Booking and Appointment via eRS

3.1. Select the appropriate appointment time and date and then click the **Book** button.

Selected Service(s) Filter

Compare Services

Select	Miles	Appointment Type	Service Name	Indicative Appointment Wait ⓪	Indicative Treatment Wait ⓪	Directly Bookable	Referrer Alert	Link to NHS Choices	Location
<input checked="" type="checkbox"/>	0	Diagnostic	Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	4 Days		Yes			THE WHITTINGTON HOSPITAL
<input checked="" type="checkbox"/>	1	Diagnostic	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	4 Days		Yes			HOLLOWAY COMMUNITY HEALTH CENTRE

Appointment Slot Filter

Priority: Routine Named Clinician: - [Update Appointments List](#)

Available Appointments

Diary View: [Day](#) [Week](#) [Month](#)

Select one of the following slots for the directly bookable services that you have selected.

Deselect Appointment

Select	Appointment Date/Time	Service Name	Location
<input type="radio"/>	09:10 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
<input type="radio"/>	09:10 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
<input type="radio"/>	09:10 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
<input type="radio"/>	09:10 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
<input type="radio"/>	09:10 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
<input type="radio"/>	09:20 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
<input type="radio"/>	09:20 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
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[Previous Appointments](#) [Next Appointments](#)

[Cancel](#) [Service Selection](#) [Defer to Provider](#) [Request](#) [Book](#)

4. Making an Appointment Request

- 4.1. If there are no appointments that are appropriate for the patient or they wish to book their appointment at a later date then click on the **Request** button.

Selected Service(s) Filter

Compare Services

Select	Miles	Appointment Type	Service Name	Indicative Appointment Wait Ⓜ	Indicative Treatment Wait Ⓜ	Directly Bookable	Referrer Alert	Link to NHS Choices	Location
<input checked="" type="checkbox"/>	0	Diagnostic	Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	4 Days		Yes			THE WHITTINGTON HOSPITAL
<input checked="" type="checkbox"/>	1	Diagnostic	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	4 Days		Yes			HOLLOWAY COMMUNITY HEALTH CENTRE

Appointment Slot Filter

Priority: Routine Named Clinician: - [Update Appointments List](#)

Available Appointments Diary View: [Day](#) [Week](#) [Month](#)

Select one of the following slots for the directly bookable services that you have selected.

Deselect Appointment

Select	Appointment Date/Time	Service Name	Location
<input type="radio"/>	09:10 Mon 29-Jun-2020	Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	HOLLOWAY COMMUNITY HEALTH CENTRE
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[Previous Appointments](#) [Next Appointments](#)

[Cancel](#) [Service Selection](#) [Defer to Provider](#) [Request](#) [Book](#)

4.2. Confirm the appointment request details and click the **Submit** button.

Check these details before you submit

UBRN 0003 4877 9001
Specialty Diagnostic Pathology
Clinic Type Blood Test
Clinical Term -
Service(s)

Location	Referrer Alert	Service Name	Organisation Type	Indicative Wait Time
HOLLOWAY COMMUNITY HEALTH CENTRE		Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	NHS Trust	4 Days
THE WHITTINGTON HOSPITAL		Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	NHS Trust	4 Days

Priority Routine

Referral Letter Outstanding, will add at a later time
 The system will send a reminder letter if appointment is not booked

The reminder letter will be sent after 21 Day(s)

Submit

4.3. You will then be taken to the Appointment Request Summary screen which will look something like the below screen.

Appointment Request Summary - 0003 4877 9001

[Appointment Request Details](#)

Appointment request details

The shortlist has been created successfully

UBRN Created Date Thu 25-Jun-2020 16:30

UBRN 0003 4877 9001
Specialty Diagnostic Pathology
Clinic Type Blood Test
Clinical Term -
Service(s)

Location	Referrer Alert	Service Name	Organisation Type	Indicative Wait Time
HOLLOWAY COMMUNITY HEALTH CENTRE		Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE	NHS Trust	4 Days
THE WHITTINGTON HOSPITAL		Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	NHS Trust	4 Days

Priority Routine

- 4.4. Ensure that you provide the Appointment Request Summary details to the patient so they can book their appointment at a later date.

Print Appointment Request Summary

You need to book your appointment

You have been referred by WHITTINGTON HEALTH NHS TRUST.

You now need to book your appointment.

To book your appointment, you will need to use the booking details shown here.

Booking details

Booking reference number
0003 4877 9001

Access code
Whittington

How to book

You have a choice of 2 clinics:

- HOLLOWAY COMMUNITY HEALTH CENTRE**
Phlebotomy Holloway Community Centre Blood Test - Whittington Hospital RKE
11 HORNSEY STREET, LONDON,

Book online at www.nhs.uk/referrals

Close

5. Deferring a Patient to the ASI List

5.1. If there are no appointments available **DO NOT** use the Defer to Provider button instead make an Appointment Request (See section 4).

Selected Service(s) Filter

Compare Services

Select	Miles	Appointment Type	Service Name	Indicative Appointment Wait ⌚	Indicative Treatment Wait ⌚	Directly Bookable	Referrer Alert	Link to NHS Choices	Location
<input checked="" type="checkbox"/>	0	Diagnostic	Phlebotomy Whittington Blood Test Service - Whittington Hospital RKE	4 Days		Yes			THE WHITTINGTON HOSPITAL

Appointment Slot Filter

Priority: Routine Named Clinician: - [Update Appointments List](#)

Available Appointments Diary View: [Day](#) [Week](#) [Month](#)

No appointments are available for the directly bookable services that you have selected.

[Deselect Appointment](#)

Select	Appointment Date/Time	Service Name	Location
No Appointments Available			

[Previous Appointments](#) [Next Appointments](#)

[Cancel](#) [Service Selection](#) [Defer to Provider](#) **[Request](#)** [Book](#)