

How to Raise Radiology Requests in Frimley South (FPH-facing GP Practices)

Please note all practices will be using the “BSPS – Heatherwood & Wexham ICE system” connection for Radiology requests.

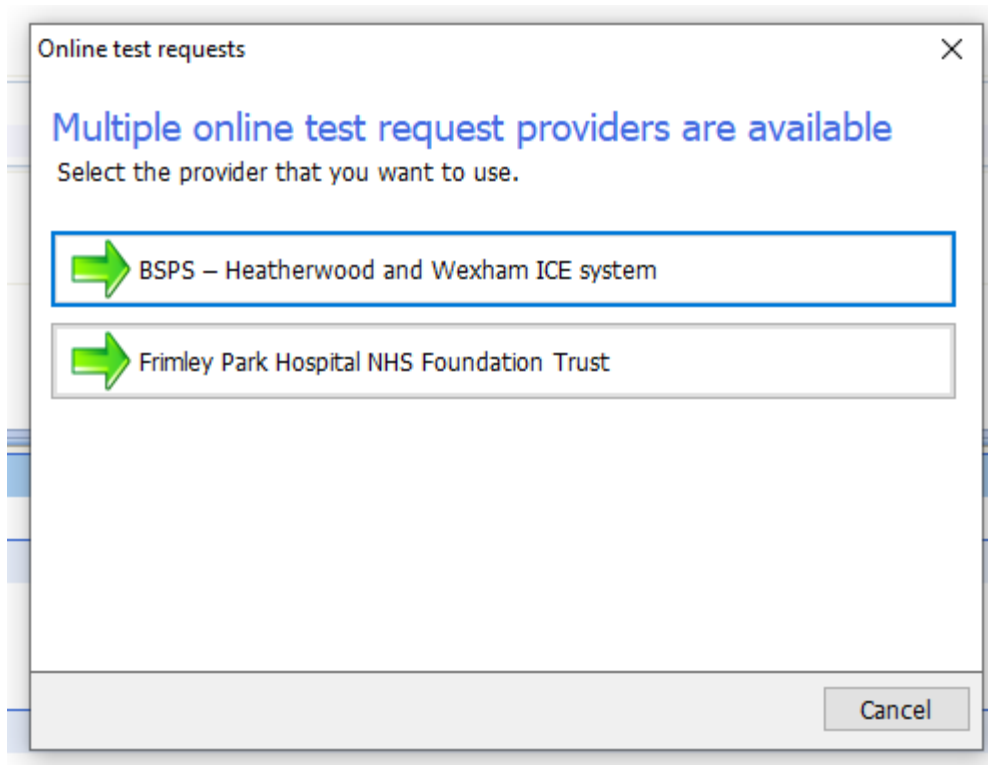
Orders for Pathology testing by Frimley South (FPH-facing GP Practices) will continue to use the “Frimley Park Hospital NHS Foundation Trust” connection (as per the screenshot below).

The purpose of this document is to demonstrate to GP practices in Frimley South (those practices facing Frimley Park Hospital) how to place Radiology requests using ICE.

Both Frimley North (WPH facing practices) and Frimley South (FPH facing practices) will be selecting and using the “**BSPS - Heatherwood & Wexham ICE system**” connection to ICE for **all Radiology** requesting (see screenshot below). This is because we are moving to a single cross-site instance of ICE.

The three practices who were able to request Radiology exams via ICE previously need to be careful to ensure that they now only request via the “BSPS – Heatherwood & Wexham ICE system” link.

When placing an online test request via ICE, please ensure that you select the appropriate connection, dependent on whether you are placing an order for a Radiology exam or a Pathology test.



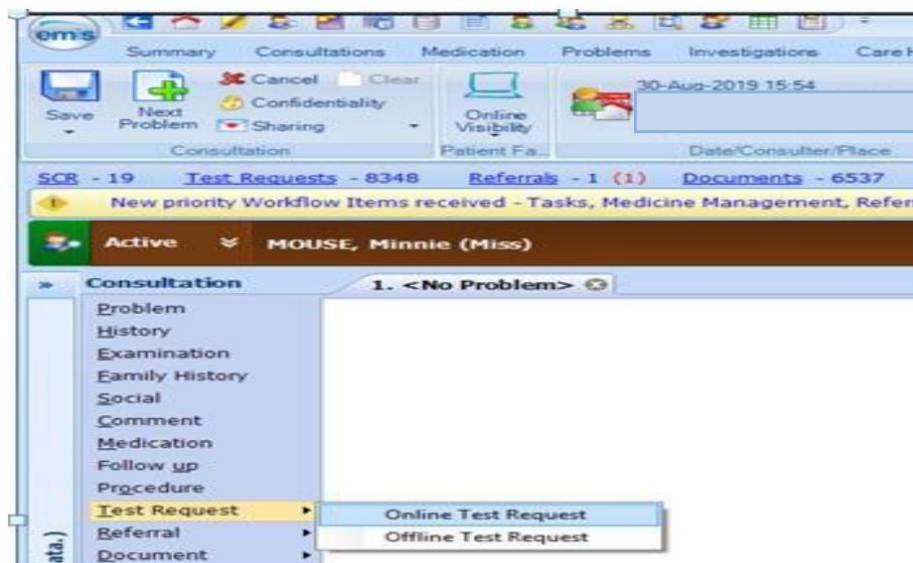
If you require any support for the first two weeks following go live (until 24th June 2022), please contact the below email address:

Email: fhft.iceepicsupport@nhs.net (monitored by BPS / Frimley-Epic project team, from Monday – Friday, 9am – 5pm).

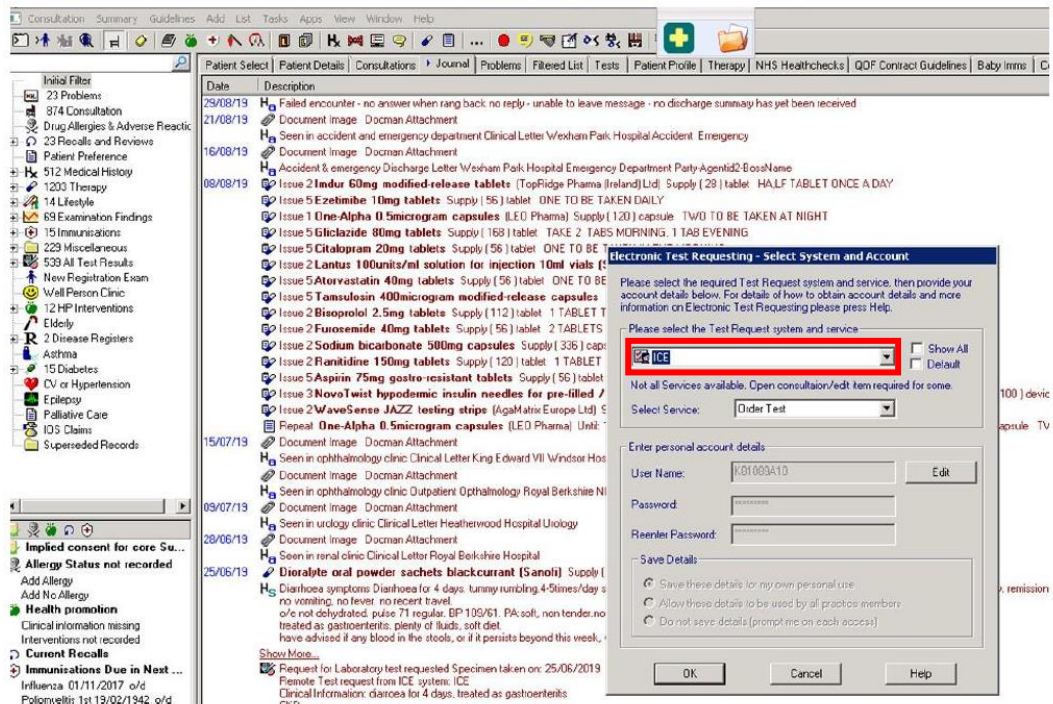
If urgent, please call BPS IT Team: 0300 613 3600

To raise a Radiology request for a patient, please follow the steps below (*please note, the example shown is for a chest X-ray meaning the rules in the rule panel will vary according to what is being requested*).

1. Within your GP system:
 - a. EMIS
 - i. With a patient selected, in consultation mode, choose ‘Online Test Request’.
 - ii. When prompted, choose the appropriate ICE connection as per the screenshot included on page 1 (*i.e.* “BPS – Heatherwood & Wexham ICE system” for Radiology or “Frimley Park Hospital NHS Foundation Trust” for Pathology).

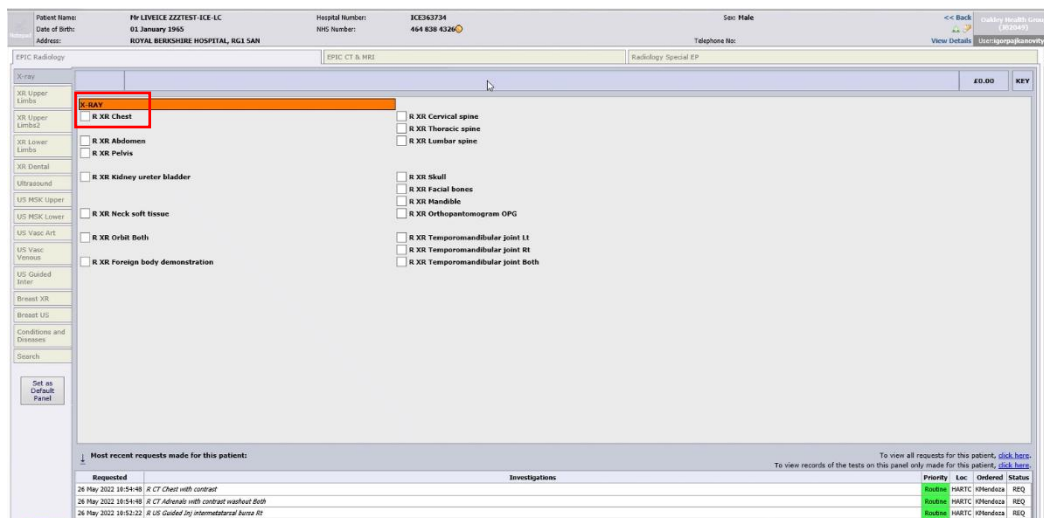


- b. INPS Vision
 - i. With a patient selected, select ‘Order Test’ from the ‘Electronic Ordering’ menu. *You will need to select the appropriate ICE system from the dropdown menu circled in red below (e.g. Wexham Park ICE for Radiology and Frimley Park / Surrey ICE for Pathology).*

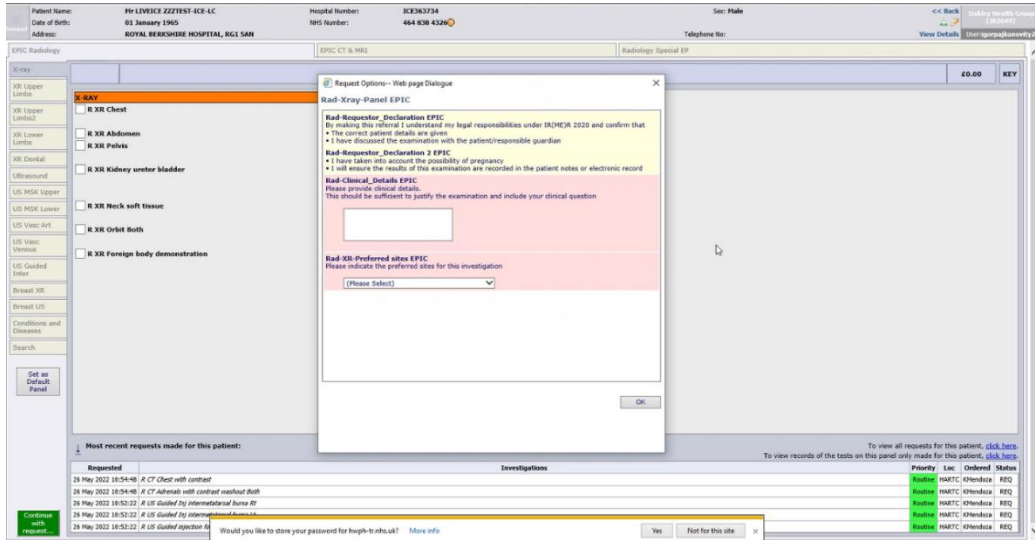


- Once you have launched ICE via your GP system, you will be presented with the below screen which contains a list of requestables. Select the white square next to the test you want to request. *In this scenario, the example used is for a Chest X-Ray.*

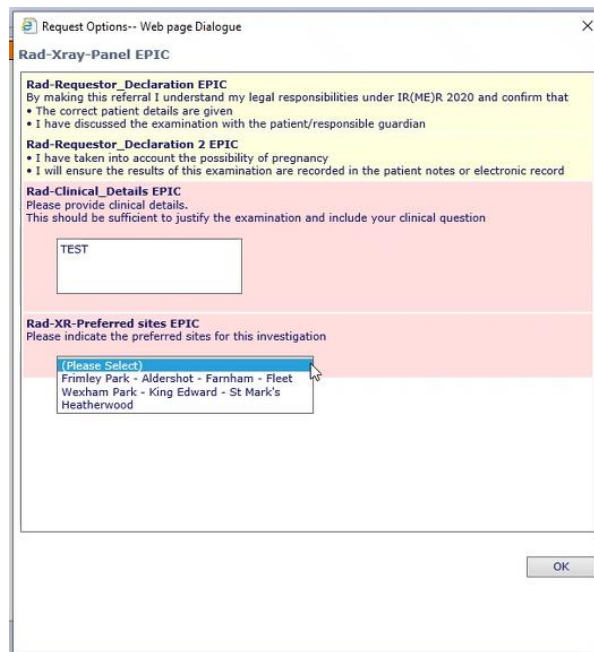
IMPORTANT: When ICE launches, please ensure you have selected the correct patient by checking the details in the grey bar at the top of the screen.



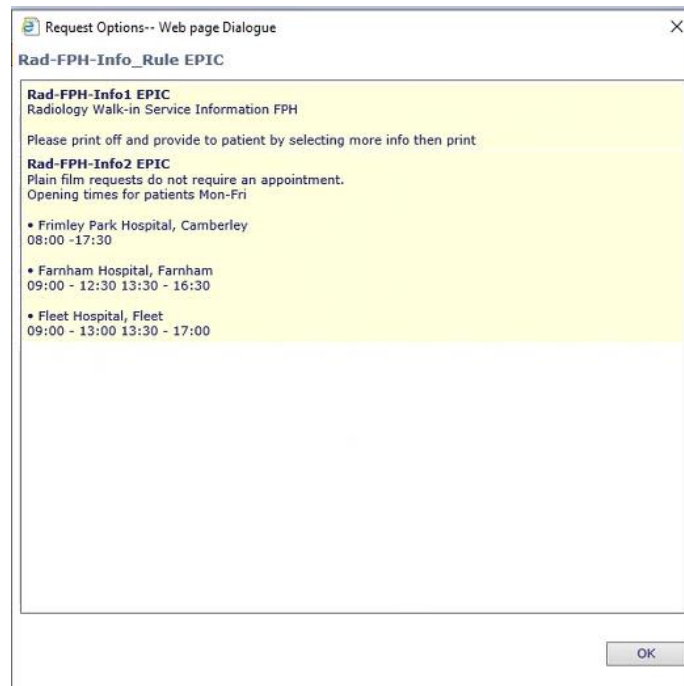
- The rule panel for this test will then appear on screen when the test is selected.



IMPORTANT: Ensure you read the declaration in the yellow bar within the rule panel window.

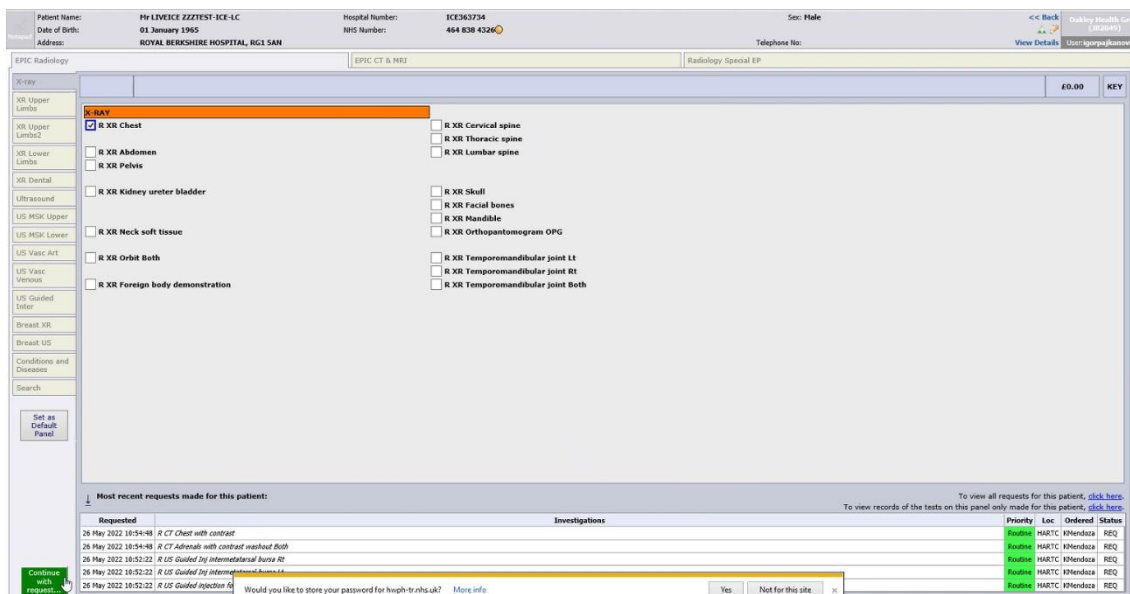


4. Fill in the relevant fields within the rule panel. *In this scenario, the clinical details will be required as well as confirmation of the preferred site.*
5. Check that the information populated is correct and Select 'OK'.
6. You will then be presented with the following screen.



IMPORTANT: Ensure you read the additional information.

7. Select 'OK'.
8. You will be presented with the following screen. The box next to the test that you selected should be ticked.



9. Select 'Continue with Request' in the bottom left-hand side of the screen.
10. You will be presented with the following screen.

The screenshot shows the ICE Desktop interface. At the top, patient information is displayed: Patient Name: Mr LVEICE ZZTEST-ICE-IC, Date of Birth: 01 January 1965, Address: ROYAL BERKSHIRE HOSPITAL, RG1 5AN, Hospital Number: ICE363734, NHS Number: 464 838 4326, Sex: Male. Below this, a message states: "Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory." The interface is divided into sections: "General Details" with fields for User (igorpa@kanowty2), Bleep / Contact No., Requesting Consultant / GP (BLACKMAN, Dr. Rachel), Location (Oxley Health Group [182049]), and Category (NHS); "Order Details" with fields for Test (Radiology XIR), Copy results to, Copy results to location, Priority (Routine, Urgent, Critical), Sample collection option (Next Available Appointment, Planned/Future exam), and Danger of Infection (High Risk) (Yes/No). A "Price Unavailable" warning is shown for the selected test "R XR Chest". The total price is £0.00. A sidebar on the left contains navigation icons for Patient Search, Interop Options, Order Test, Location Sample Queue, Patient Request List, Location Request List, Patient Report List, Location Report List, Patient Report, and Patient Sample.

11. Ensure you check the following:

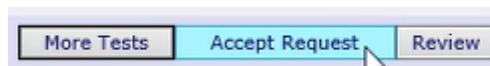
General Details

- Bleep / Contact No. (if required).
- Requesting Consultant / GP – Ensure the correct clinician is selected.
- Category – Ensure the category is correct (i.e. NHS / Private).

Order Details

- Select the priority (Routine / TWW / Urgent).
- Sample Collection Options – Ensure the correct option is selected.
- Danger of Infection.

12. Click 'Accept Request' in the bottom right-hand corner of the screen.



13. Your request form should then print automatically, if it does not print automatically, select the appropriate printer from the Windows print dialog box and select 'Print'. The following screen will display –



14. Once the request form has printed, click 'Proceed' and this will close ICE and take you back to your GP system.