

Southampton Pathology ICE ~ Integral A4 label user guide

This document describes how to place request on UHS ICE pathology requesting system and print ICE forms with integral labels

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Version Information

Version	Date	Notes	Author(s)
1.0	27/01/2017	First issue	Keith Burrill, Greg Chappell
1.1	31/07/2017	Updated images of slide label positioning as previous position was too low on tube	Keith Burrill, Rick Allan (Lab)

This manual is available to download via the following link:

<http://www.uhs.nhs.uk/HealthProfessionals/Extranet/Services/SUHTPathologyServices/ElectronicRequesting.aspx>

Electronic Requesting and ICE labels

These are A4 sheets with integral labels pre-installed at the top of the sheet

Users can deploy these sheets when printing ICE Pathology requests

The processes to initiate this for your practice and use these sheets is outlined below

Requesting ICE label sheets

Practices wishing to deploy these sheets need to firstly email UHS Pathology ICE support and supply contact names, email address and phone of one or two of your practice staff such that the supply chain for the forms can be created and maintained by the practice.

email:

UHS.GPLinks@nhs.net

For current users, details on how to re-order these forms are in [Appendix 1](#).

Telephone contacts:

Telephone: 023 8120 6821/4355/6705

Our office hours are Monday to Friday, 9am to 5pm, excluding bank holidays and public holidays.




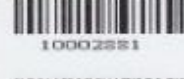

User Guide for A4 ICE label sheets

This is guidance for practices using ICE A4 integral label sheets on how to identify and affix the label(s). The label sheets would be placed in the plain A4 tray of your local printer prior to printing ICE forms. Some Laboratory Medicine forms will generate multiple labels on the same form, others like MRSA screen would generate one form and one label per swab/sample type and sample taken from site. Example multi label form is show below:

University Hospital Southampton **NHS**
NHS Foundation Trust

EDTA(A1C) 10002878 EDITESTPATIENT Sixteen 999999638 01 Dec 1956 A1C3	Fluoride Oxalate 10002879 EDITESTPATIENT Sixteen 999999638 01 Dec 1956 GPGL	EDTA 10002880 EDITESTPATIENT Sixteen 999999638 01 Dec 1956 FBC	SST II Advance 10002881 EDITESTPATIENT Sixteen 999999638 01 Dec 1956 LFT3, REGP	Sodium Citrate 10002882 EDITESTPATIENT Sixteen 999999638 01 Dec 1956 WARF
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GP CODE, NAME Dr VIRTUALONE ()	SURGERY CODE, NAME TESTING ()	NHS NO 999999638
COPY TO () - ()	PATIENT CATEGORY GP patient	SURNAME EDITESTPATIENT
DATE TAKEN 30 Jul 2014	TIME TAKEN 14:39	TAKEN BY Keith Burrill
Southampton NHS University Hospitals NHS Trust LABORATORY MEDICINE		FORNNAME Sixteen DATE OF BIRTH 01 Dec 1956 ADDRESS Pathology SGH, POSTCODE SO16 6YD PATIENTS TELEPHONE NUMBER CLINICAL DETAILS test request lab med SAMPLE STATUS (=Yes - FASTING STATED) REQUESTING M.O. NAME Dr VIRTUALONE
		SEX Female ETHNIC ORIGIN
		DRUG INFORMATION
		SLEEP/TEL No.

Order No	Tube / Container	Investigations Requested
 10002878	EDTA(A1C)	HBA1C
 10002879	Fluoride Oxalate	Fasting glucose
 10002880	EDTA	FULL BLOOD COUNT
 10002881	SST II Advance	Liver Profile, Renal Profile
 10002882	Sodium Citrate	INR (Warfarin)

Note 1. for each barcoded line indicating test(s) and Tube/Container type there is a corresponding label. Please ensure the correct label is selected and affixed to the correct Tube/Container type.

The label includes the container type ID plus the code(s) of test(s) requested.

Note 2. The date/time of sample must still be hand written on EACH specimen container

1. Deploying A4 label forms

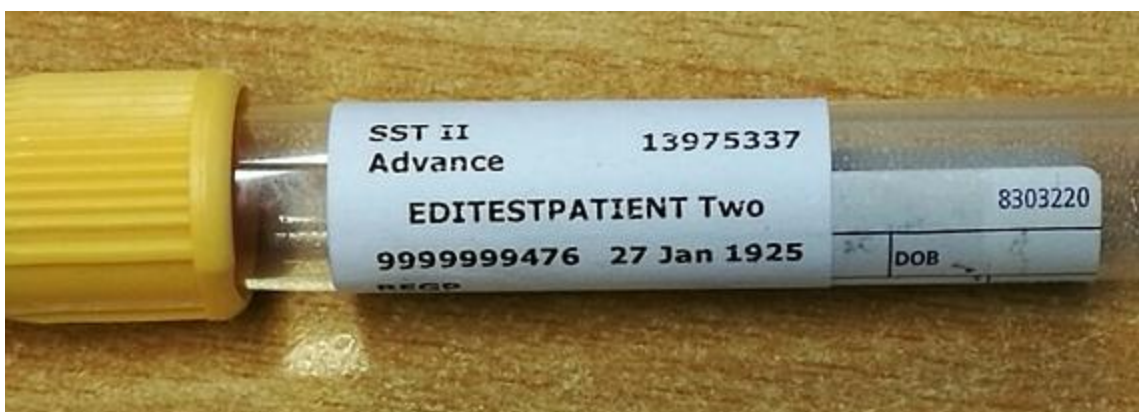
Place these face down* with label backing sheet (yellow toned) sheet uppermost nearest the front of the printer tray



* If the orientation is different for your printers then note this locally

2. Labelling the tube

First ensure you pick the correct label for the correct tube type & tests(s), e.g.SST II:

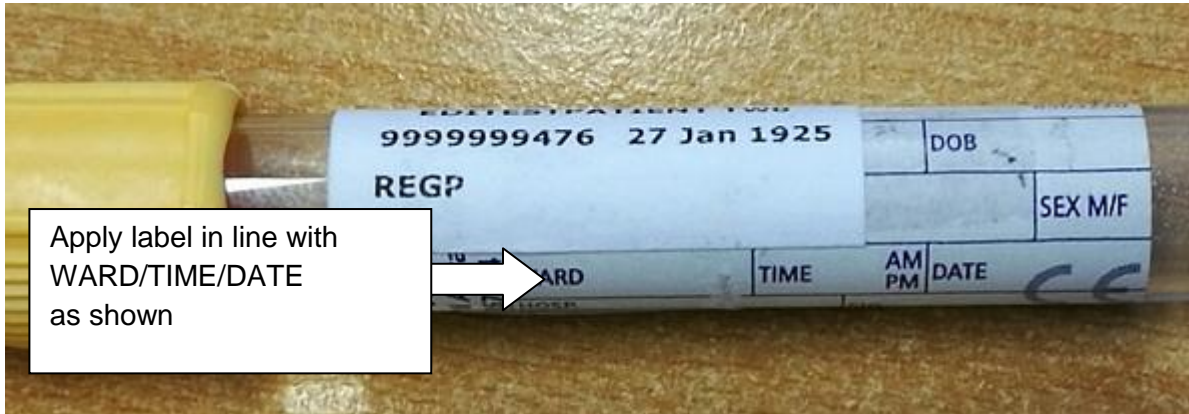


3. Positioning the label

The label needs to be aligned neatly adjacent to the top of the manufacturers label (NO HIGHER) as this ensures Lab analytical instruments can read the barcode when this is applied by the lab, see picture in 2. above.

The label bottom edge should also be aligned to the top of the WARD/TIME/DATE

NB then write the Date of sample and Time of sample on the tube – bottom of label or in preprinted tube label boxes

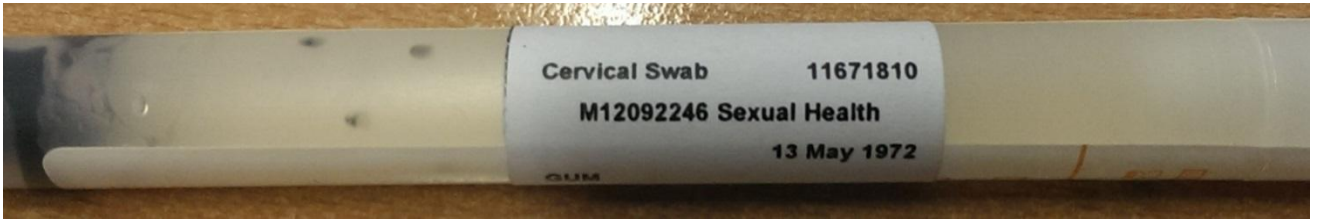


For Unspecified Date/Time generated ICE forms ALSO write the date and time of sampling on the ICE form(s):

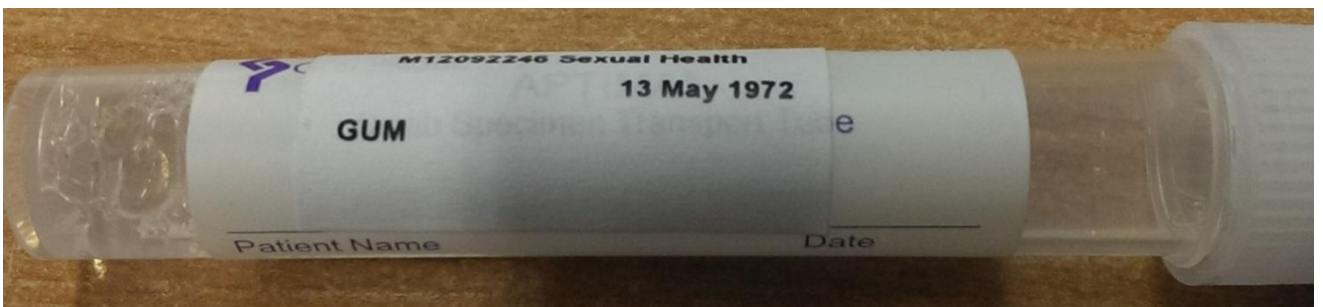
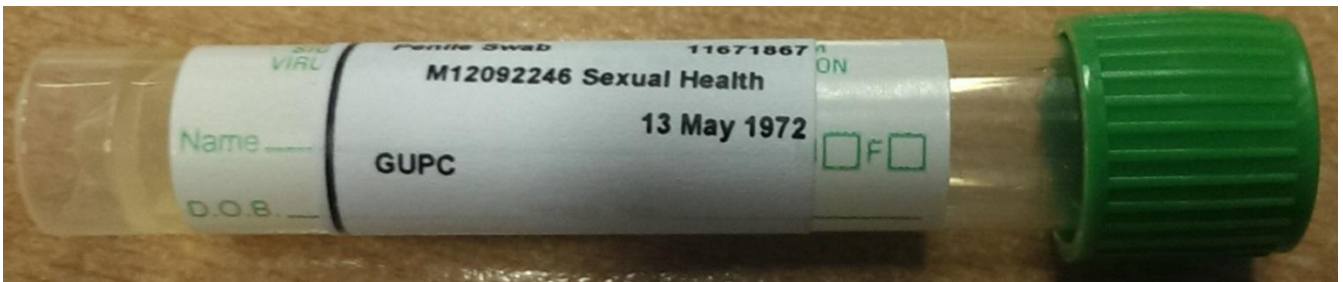


Further container examples

GC culture swab:



When the sample is taken write the date and time on the sample and on the ICE form if this is not populated.



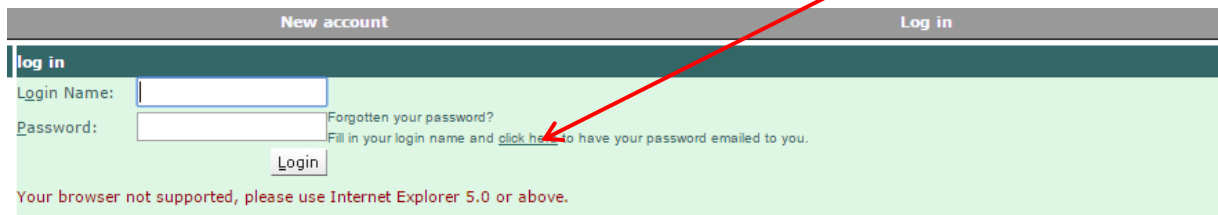
Appendix 1

Label ordering:

Labels are ordered from Collector Set Printers ref item **SNHS719 ICE LABEL SHEETS** (pack 100)

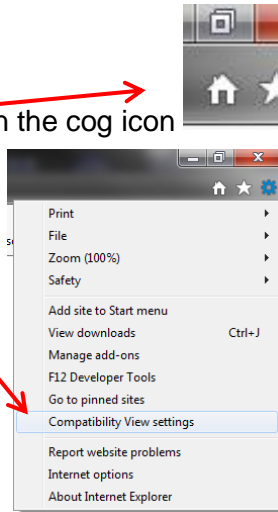
University Hospital Southampton GP Ice Request forms can be ordered from Collect set Printers (CSP) through their online portal at <http://www.csp-online.co.uk/> **CSP must be used through Internet Explorer.**

1. On loading up the CSP web site you may get a screen with the below message shown.

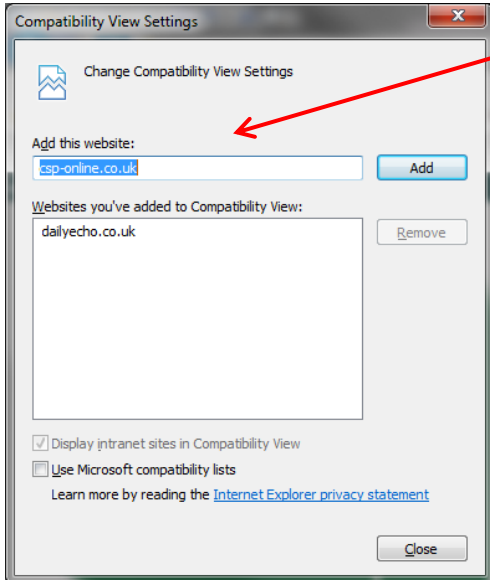


2. This is a compatibility issue with your browser. The CSP and below instructions will not work as they should until this is corrected.

3. To correct this issue on Click on the cog icon in the right hand corner of your browser. Then click on compatibility view setting



4. Within the compatibility view setting box, the CSP web address should have auto populated, if not type in csp-online.co.uk, then click add and then close.



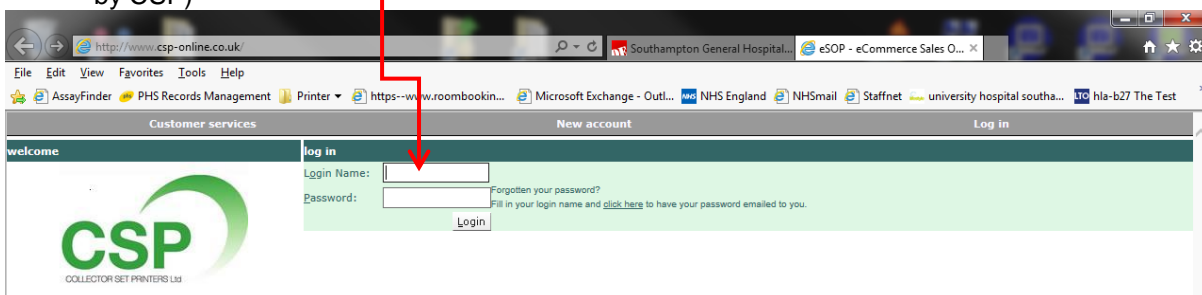
5. Now when you look at the CSP website the red warning text should be removed and the site and instructions below should work properly.

CSP do have a help section if you get stuck when ordering which can be found at http://www.csp-online.co.uk/nonapprover_help/help.htm

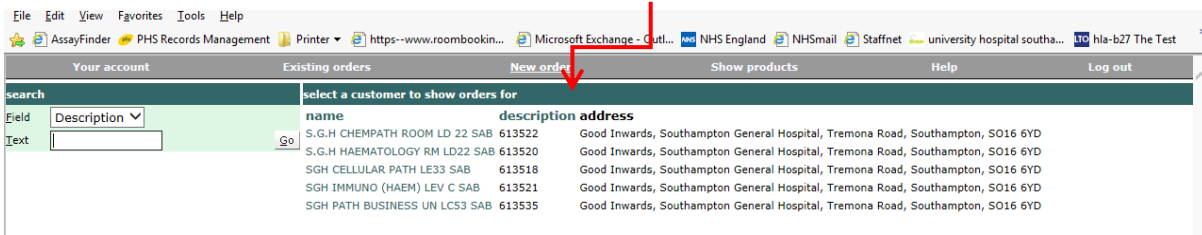
Below is a quick guide on how to order items at the moment but this is not updated and all up to date procedures can be found on the CSP website.

Ordering replacement forms:

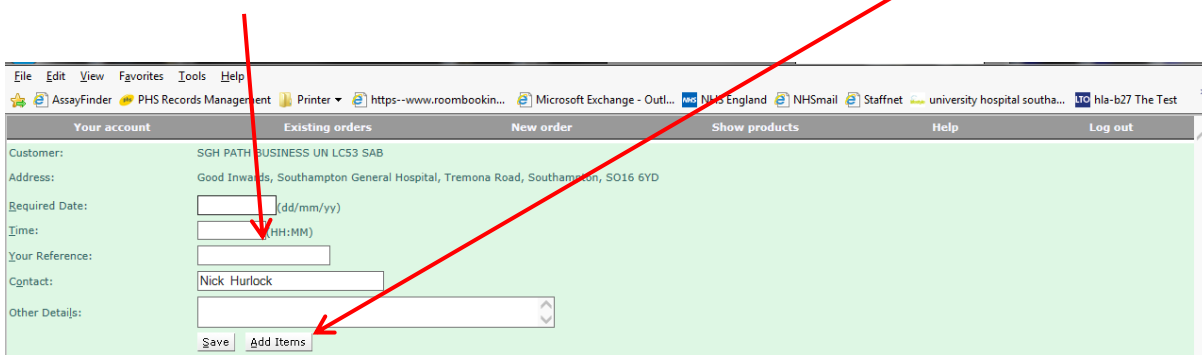
1. To Order enter you User Name and Password in the fields provided. (This would have been sent to you by CSP)



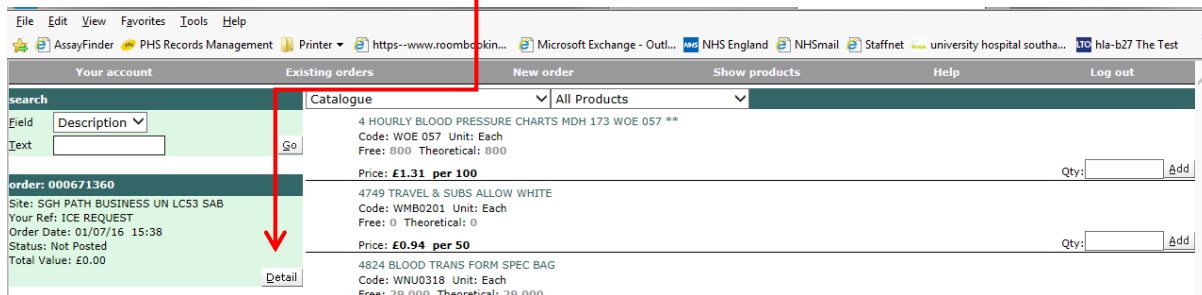
2. On the first screen from login click on the heading New Order



3. Enter a reference code in, this can be anything i.e. Iceforms. Click on Add Items



4. On the screen below click on the detail button (**Please be aware it has been brought to our attention that this step doesn't appear for everybody if this is the case for you just move to the below step.**)



- On the following screen enter the code for Ice forms this code is SNHS719 once entered press the tab key on your keyboard.

The screenshot shows a web browser window with the NHS ordering system. The 'order items' table is visible with the following columns: code/number, item, quantity, price, and value. The 'code/number' field contains 'SNHS719'. A red arrow points from the text above to this field.

code/number	item	quantity	price	value
SNHS719				

- In the quantity box fill in the number of items required i.e. 2000. This give you 2000 sheets not 2000 packs. Again press the Tab key this will populate total value.

The screenshot shows the same web browser window. The 'quantity' field in the 'order items' table is now populated with '1,000'. The 'price' field shows '£2.78 per 100' and the 'value' field shows '£27.80'. A red arrow points from the text above to the 'quantity' field.

code/number	item	quantity	price	value
SNHS719	ICE LABEL SHEETS SNHS719	1,000	£2.78 per 100	£27.80

Once you have completed all the above processes click the Post button. Your order has now been requested and will be sent for authorisation.