Order Comms - Panda & ICE

Ordering Tests / Exams - Panda and ICE

1. **Make sure you have selected the correct patient**
2. Click the **ICE** down-arrow then **Order Tests / Exams**

- **Inpatient** - confirm current ward *or* change location
- **Outpatient** - Click on the appropriate Clinic location

3. To order:

- *only* Pathology Tests - stay on this **Pathology** tab
- *only* Imaging Exams - click the **Imaging** tab
- *both* Tests *and* Exams - *click one tab after the other*

Select from the appropriate tabs to find pre-defined Tests / Exams relevant to those tabs or the ***Search*** *tab, if required.*

4. Click on each required Test / Exam, *noting that* SOME *Tests and* ALL *Exams require answers to sets of questions*

Note: If more than a single Test or Exam share the same question(s), answers will be assumed to be the same and pre-filled in. ***Where you need different answers to these same questions, you will need to raise separate requests.***

5. Click the **Continue with request…** button once you have selected all required Pathology Tests & Imaging Exams
6. Type a **Bleep/Contact no.** whenever you order Exams. If *only* ordering Tests, type **Bleep/Contact no.** for Urgents

If you are a Consultant, your name should default into the **Requesting Consultant / GP** *field.*

7. If you are ordering this on behalf of a Consultant, click the **Requesting Consultant / GP** down-arrow then click their name from the list - *Or you can type the first few letters of their surname quickly to jump down the list*
8. Type the reason for Pathology in **Global Clinical Details**
9. Click **Sample collection** option ***for each Pathology order*** - *see tables on the right* - **Note:** a scroll bar appears when more have been selected than can display at once

Ordering Tests / Exams *(continued)*

10. If your Tests / Exams urgency are *not* Routine / Normal, click each **Urgency** down-arrow, as required, to select the appropriate value

Note: the **More Tests** button allows you to select more Tests / Exams. The **Review** button lets you review your request.

11. Click the **Accept Request** button when ready

- **Exam** orders are sent electronically into CRIS, the Imaging Booking system
- **Pathology Test** orders must be printed and signed - *Each separate discipline requires* **at least one** *separate printout which means a separate bag and tubes as specified on the order*

12. Click a separate **Print** for each separate Test then the **Proceed** button to move to the next Pathology Test / Imaging Exam

Once the final **Proceed** button is clicked, the following message displays:

Your request is complete when confirmed by your system that the data was filed.

There's no system confirmation, your request is complete.

Viewing, Editing & Printing Requests

1. **Make sure you have selected the correct patient**
2. Click the **ICE** down-arrow then **Request History** option
3. Click a request row to either:
   a. **View Order**
   b. **Edit Request -** *Only Pathology requests in POS status*
   c. **Reprint Request** - **Note:** *imaging requests aren't printed* - **Exception: *Portable X-Ray only*** - *ring Imaging Department before using Reprint*

Collection	Outpatient
I want to fill out specimen details later	**NOTE THAT THIS SHOULD NOT BE USED UNLESS YOUR AREA HAS BEEN ADVISED THAT IT IS APPROPRIATE TO DO SO.**
Print now & COLLECT now	**ONLY** use for **non-venepuncture** samples. Assumes samples are collected **within 30 minutes of printing the request form**.
Print now & collect on unspecified date/time	Can be used if the sample collection is to be completed at some later date/time or other place For example, where the Doctor, Nurse or Phlebotomist will not be able to access ICE at the point the samples are collected from the patient.
Outpatient Phlebotomy Walk-in Clinic	To be used for **venepuncture samples only** where patient will go to the Phlebotomy Outpatient Department to have samples taken within next 48 hours.

Collection	Inpatient
I want to fill out specimen details later	**NOTE THAT THIS SHOULD NOT BE USED UNLESS YOUR AREA HAS BEEN ADVISED THAT IT IS APPROPRIATE TO DO SO.**
Print now & COLLECT now	Assumes samples are collected **within 30 minutes of printing the request form**. Not appropriate for Ward phlebotomy collection.
Print now & collect on unspecified date/time	Can be used if the sample collection is to be completed at some later date/time i.e. forms left for Phlebotomists on their ward round. Forms to be placed in tray or placed on clip as in current practice
Outpatient Phlebotomy Walk-in Clinic	NOT APPLICABLE

Order Comms - Panda & ICE

University Hospitals Sussex
NHS Foundation Trust

Viewing BSUH & GP Results

1. **Make sure you have selected the correct patient**
2. Click the **ICE** button itself to open the Results screen

- *To see who viewed the Result last, hover over it*
- To view the Result, click it - *last viewed's now **your** name*
- To return back to the list of Results, click **Back**

Viewing Local Results

Note: It is *not* possible to view results of other local Trusts from the Results screen. *You have to go to the Ordering screen.*

1. **Make sure you have selected the correct patient**
2. Click the **ICE** down-arrow then **Order Tests / Exams**

- **Inpatient** - confirm current ward *or* change location
- **Outpatient** - Click on the appropriate Clinic location

3. Click the **Services** menu then **OpenNet Patient Report**

*If you get **No Report** pop-ups, click* **OK** to get through them

4. To view a Result, click a row & **Back** to return to their list
5. Click top-right close window button, to come out of ICE

Pathology Statuses	Meaning
BKG	Booked into Clinic
POS	Postponed
REC	Received in Lab
RR	Results Ready
REJ	Request Rejected
SPC	"Specimen Collected" form printed

Icons	Meaning
	Some results in the report are out of reference range
	Report has been updated since last viewed
	Report has not been viewed
	Report has been viewed

Colours	Meaning
White	Blood Sciences
Green	Microbiology and Serology
Pink	Transfusion
Yellow	Histology and Cytology
Orange	Imaging

Imaging	Meaning
APD	Appointment Scheduled
APS	Appointment Scheduled
ATP	Patient Attended
CA	Cancelled
RA	Request Accepted
REQ	Requested
RJ	Request Rejected
RR	Request Received
VC	Vetting Complete
VR	Vetting - Referred for Radiologist vetting
VU	Vetting Updated
WN	Waiting
WPD	Waiting (Planned Follow-up)

Order Comms Reference Guide

ICE

Panda & ICE

Have IT issues?

Contact IT Helpdesk on x65777

Opening the Panda Clinical Portal

1. Double-click the **Bamboo** icon in **BSUH Applications**
2. Double-click **Panda** icon within the **Bamboo** menu

Finding the patient - Panda Clinical Portal

1. Find your patient from one of the following:
   a. Type the ID into the **Quick Find** field then **[enter]** key
   b. Click the **Patient Search** button then type **Last Name** & **First Name** then click the **Search** button
   c. Click on the *appropriate drop-down list* e.g. **Inpatient List by Ward**
2. ...then click the patient's **More Details** button