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IT\_SOP\_28

Procedure Name: CROYDON - Making requests using Sunquest ICE - MICROBIOLOGY

Version 1.0

Date: 05/10/2022

Document Revision History.

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| --- | --- | --- | --- |
| **Date** | **Version** | **Authors** | **Comments/Reasons For Change** |
| 05/10/2022 | 1.0 | PH | First issue |
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## Introduction.

This document provides details of how to makie requests using Sunquest ICE – MICROBIOLOGY from Croydon Hospital.

## Scope.

This document defines how Communitas Clinics staff or clinicians can order Radiology reports from Croydon Hospital, using the Sunquest Ice system linked within SystmOne

## Update Policy.

The authorised document editors will review this policy annually and submit revisions to the Document owner for approval.

The authorised document editors will maintain and monitor, as required, data regarding the suitability of this procedure and amend, as necessary.

## Show patients record

To request radiology, bloods or swabs you will need to start by being in the patients record.

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## Right-click on Pathology & Radiology on left hand panel

Right-click on Pathology & Radiology on left hand panel

Graphical user interface, text, application

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## Select New Electronic Pathology/ Radiology Request

Select New Electronic Pathology/ Radiology Request from the menu

Graphical user interface, text, application

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## Select OK

Leave as ‘Any’ and select OK

Graphical user interface, application

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## Select Mayday Hospital Pathology

Click on Mayday Hospital Pathology 2 Croydon Health Services NHS Trust

Graphical user interface, text, application, email

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## Show the new Sunquest Ice screen

The Sunquest ICE screen will open up. Along the left hand side you will be able to see the different requests that can be made.

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## Select microbiology

Click on microbiology on the left-hand panel.

Graphical user interface, application

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## Click on M Swab MCS

Select the relevant request

Graphical user interface, text, application

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## Select the body site

From the drop-down menus, select body site of sample and current antimicrobial therapy. Select OK.

Graphical user interface, application

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## Select continue with request

On the bottom left-hand corner, select the green button “Continue with request…”

Text

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## Show final requesting window

Under general details, fill in requesting consultant/ GP and Clinical details.

Graphical user interface, text, application

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Under order details, ONLY answer the priority and Danger of Infection (high risk) question. Then select accept request.

Graphical user interface, text, application

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## Print

Click on print. Before closing screen ensure the microbiology form is printed.

Graphical user interface, application

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