

5 INSTRUCTIONS FOR COMPLETION OF THE REQUEST FORM

The national HPV primary screening implementation guide recommends the universal implementation of GP electronic test requesting as an opportunity to improve the transportation of samples and improve the tracking of samples between the primary care collection points and the centralised laboratory.

5.1 Electronic requesting

All samples should be requested via the Gateshead Screening Service ICE system where possible. Please contact the Laboratory IT support team to set up electronic requesting in your practice/clinic.

Telephone 0191 445 6504

Email ghnt.pathsupport@nhs.net

5.1.1 To order an Primary HPV Test

To order a Primary HPV test from the Gateshead Screening Services ICE system you can either:

- access directly by logging on using Internet Explorer or
- launched from the GP system (EMIS or SystmOne) using the InterOp.

With the current version of ICE it is necessary to use either Internet Explorer or Microsoft Edge in IE compatibility mode.

The method used will depend upon the location type that the sample taker is working at. Sample Takers working in a GP Practice will routinely select the patient within the local GP System and launch ICE in order to request the investigation. This will pass the patient details to ICE which will register the patient in ICE or update their existing registration and it will be possible to generate the request even if the patient had not previously existed in the ICE system.

Sample Takers working in Community Clinics, CASH / GUM Units or Hospital based locations will routinely access the system directly. It will then be necessary to select the patient from the patients already available in the ICE system. If the patient is not already registered in the ICE system it will NOT be possible to generate the request using ICE and the request should be generated either using Open Exeter (HMR101) or using a manual request form.

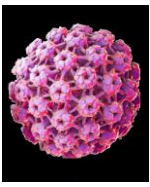
The link to access the system directly is:

<https://gatesheadscreeningservices.ghnt.nhs.uk/icedesktop>

Once the patient has been selected the Request pane should be displayed.

The screenshot shows a web application interface for HPV screening. On the left, there is a sidebar with 'QEH Screening' and 'HPV Screening' sections, including a 'Search' field and a 'Set as Default Panel' button. The main content area has a header 'Gateshead screening Services' and a checkbox for 'Primary HPV'. At the bottom right, there is a 'Cervical Screening Contact Details' box with the following information:

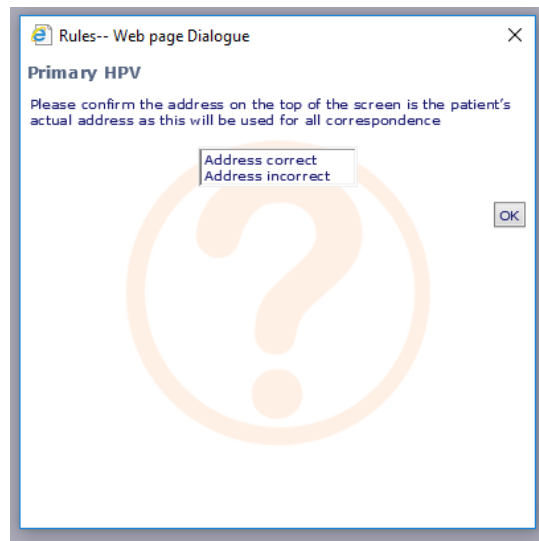
email: ghntnecervicalscreeningcentre@nhs.net
Telephone: 0191 445 6504
CST: http://www.cstd.nyhqarc.nhs.uk



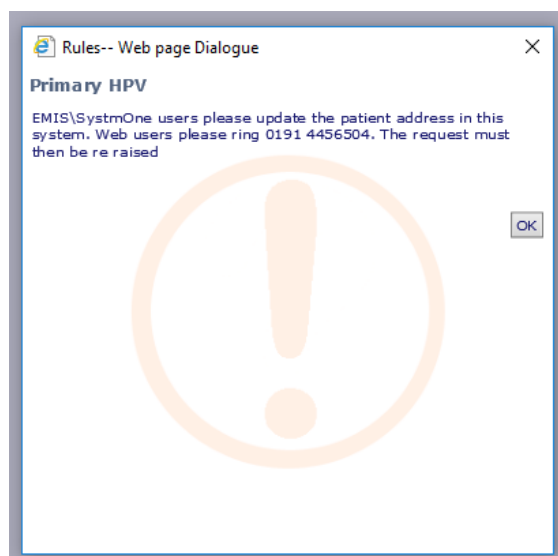
The details for the patient that has been selected should be displayed.

Patient Name:	THERESA TESTPATIENT	Hospital Number:	4140681098	Sex:	Female
Date of Birth:	01 January 1989	NHS Number:	414 068 1098		
Address:	15 BARMSTON CLOSE, COLUMBIA, WASHINGTON, TYNE AND WEAR, NE38 8NA			Telephone No:	

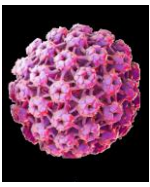
The first question that will be asked is whether the address details are correct. It is important that the address details are checked because if the patient would prefer correspondence to be sent to their home address this will be the address that the result letter is sent to.



If the address recorded is incorrect the following message will be displayed. Sample takers working in a GP setting will be able to update the patient details in their local GP system and then re-launch the ICE session. This should result in the updated address details being passed to ICE. Sample takers working in other settings are unable to edit the patient details in ICE, but if necessary they should contact Pathology Support using the number quoted and we will be able to update the patient details for you.



If the details are correct the request will proceed to the questions screens. Please complete all questions accurately.



5.1.2 Sample location

When requesting the Cervical Screening / Primary HPV investigation it is essential that the requesting location (selected upon completion of the request) is correct and accurately reflects the type of patient being seen.

It is also essential that this corresponds with the requesting location type selected from question shown below.

Failure to provide accurate information may result in the wrong management being given and could also result in the result being rejected by the Cervical Screening Administration Service (CSAS). When requesting from within a hospital location that is not Colposcopy i.e. OPD, Theatre etc please select **NHS Hospital Location (exc Colp)** to ensure the patient is directly referred to Colposcopy if required.

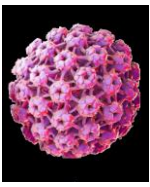
If it is not possible to select the appropriate location whilst generating a request please contact the Pathology IT Support team on the numbers above for assistance as possible as your ICE user account may need to be amended.

5.1.3 Patient History

It is the sample takers responsibility to give accurate patient screening and treatment history.

Please give all relevant clinical details (e.g. HIV status, DES exposure, compromised immunity) on the ICE form when requesting the test. The term RVI (Retro Viral Infection) should be used to indicate HIV+ve status.

The ICE request will ask whether the patient has had treatment for a cervical abnormality. If 'Yes' the following questions will be triggered to gather the appropriate information.



GYN Cervical Treatment

Please enter date of the latest Cervical abnormality treatment as accurately as possible

What type of treatment for cervical abnormality has been performed ?

(Please Select) ▼

What were the Histology findings ?

(Please Select) ▼

Were the Margins Involved ?

(Please Select) ▼

See below for the selection options:

What type of treatment for cervical abnormality has been performed ?

(Please Select)

- Cervical Biopsy
- LLETZ
- Hysterectomy
- Ablation treatment

Were the Margins Involved ?

(Please Select)

- Yes
- No
- Not Applicable

What were the Histology findings ?

(Please Select)

- Negative
- HPV changes only
- CIN 1
- CIN 2
- CIN 3
- Invasive Cancer
- CGIN
- SMILE
- Not Appropriate

Primary HPV

Please identify Margin involved

Ectocervical

Endocervical

Deep Lateral

OK

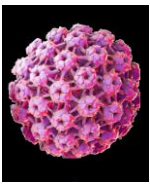
hold Ctrl and click to add/delete individual lines or Shift to select ranges.

There is still the opportunity to add additional clinical information at the end of the request if required, but obviously the space available is still limited.

To complete your request click **Accept Request** at bottom right hand side of screen.



If you have a Zebra ICE Label Printer already set up for ICE, this will continue to produce a label on the new ICE for this test. If using an A4 printer you must ensure that you select the correct printer and that the printer draw has ICE paper loaded. The Gateshead A4 ICE paper includes a sticker in the top left which must be removed and placed on the sample container. The barcode contains all the clinical details.



Whichever request form is used, the provision of information relating to previous biopsies (punch, LLETZ/loop, cone etc) with histology grade and date of biopsy, as well as details of any treatment are **ESSENTIAL** to ensure correct patient management is given.

NHS number:

The NHS number **MUST** be used whenever it is available as this is the unique patient identifier. In addition, the full forename, surname and date of birth **MUST** be given.

PIN codes:

The GMC, NMC or Physician Associate (PA) number is the unique sample taker identifier, or PIN code. This information **MUST** be provided on all request forms. The sample taker name should also be printed clearly. If a PIN code is not given, is illegible or the sample taker is not registered on the CSTD, this is reportable to the Screening & Immunisation Team so that enquiries can be made to determine if the sample taker is validated to take cervical samples.

5.4 High Risk Histology Specimens

Specimens which pose a risk of infection to members of staff eg HIV, Hepatitis B, TB etc

- It is the responsibility of the referring clinician to ensure that high-risk samples are clearly identified on both the sample container and request form to reduce the risk of infection to staff and others.

5.5 Instructions for Generating the HMR101 Request Form from Open Exeter

It is necessary to access the Open Exeter system using the web browser on your PC. The web address for the Open Exeter logon page is <https://nww.openexeter.nhs.uk/nhsia/index.jsp>



This web site should be available from PCs that are connected to the NHS network. If the web site is inaccessible you should contact the local IT department for assistance in the first instance as this may be due to local IT policies.

Once the site has been reached the system logon page should be displayed. It will be necessary to logon to the system using your individual username and password.



Open Exeter

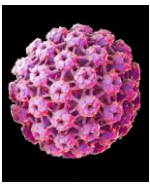
All information and data within this application must be treated as confidential

User Code:

Password:

[Forgotten your Password](#)

Important Information	Problems Logging-in?	Contact Details
Bulletin Board (Dynamic)	Help	Caldicott Guardian Register
Links & Downloads	Browser Settings	Access Control Managers



- Once successfully logged onto the system you will need to select the 'Patient Details' application in order to access the patient record. The data source should default to your local system, but please check and if necessary select the appropriate data source for where the patient is registered from the dropdown menu.

Application: Patient Details

Data Source: Gateshead Health Authority (GAT)

- Then click 'Continue' to proceed to the search screen.



Open Exeter

[main-menu](#) | [log-out](#) | [help](#)

Searching for patients on all available databases

Retrieve Patient Details

NHS Number:

Surname:

Forename:

Othername:

Date of Birth: / /

Filter by Gender:

Addr/PostCode:

PAS Number:

Cytology Search Options:

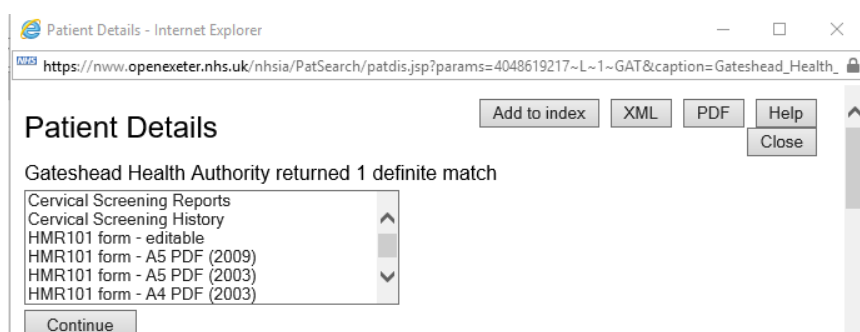
Local Lab Code: Year: Slide Number:

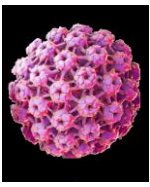
Slide: \ /

Format 4 Slide:

Automatic extended search has been enabled

- It should be possible to search for the appropriate record by a number of combinations but routinely the NHS number should be used as this is the unique identifier for the patient record. When the correct patient record is identified the Patient details screen should open.





- There should be a number of options available at the top of the page, including **'HMR101 form –editable'**.

- Please select this option and click **'Continue'** to proceed. The system will then generate an editable HMR101 form. This will auto-populate the form with the patient demographics, patient's registered GP and the date of the last test. The advantage of using the Editable HMR101 option is that the information entered will be printed (and therefore legible), rather than leaving these fields empty and needing to be completed manually.
- Please complete all of the appropriate sections on the form. Please note the length of this data item may be restricted to a specified limit. It will not be possible to enter more text than the specified limit.
- Other data sections (eg Source of Sample) use 'radio buttons' and will only allow a single value to be recorded. This can be selected by clicking the appropriate items check-box.
- Once the form has been completed please click the **'A4 PDF'** button to print a paper copy of the completed request form.

- This will open the following dialogue.

- Open the document (as a PDF) and check the details are correct and then it print-out from the PDF application.
- Printing using A4 PDF will ensure the full patient screening history is displayed on the printed request form.
- The request form should then accompany the suitably labelled sample (Full name, Date of Birth, a fourth identifier (ideally the NHS number; the patient address is also acceptable) to the laboratory.