

This guide covers how to access and use the Location Request List within ICE (GP Order Comms).

The Location Request List may be used by practices who wish to:

- Monitor orders made by the practice where potentially the sample has not been received by the labs.
- Monitor postponed requests which haven't been completed.

Accessing the Location Request List

In Vision access **Consultation Mode** and select any patient then:

- From the **Add** menu choose **Requests**.
- Choose option **Electronic Requests**. This will open the **Electronic Test Requesting** window (shown right).

In the **Electronic Test Requesting** window:

1. Choose **Location Report** in the **Select Service** drop down.

This will open the screen shown below. From here:

2. Click **Services** in the top left hand corner of the screen.
3. Click **Location Request List** from the drop-down menu.

This will open the **Location Request List** window.

Location Request List

By default the list shows all requests made by the practice in the last day. The **Status** column on the right hand side of the screen will show one of four values:

POS	Postponed – an order where the Collect Later option has been used. This indicates that labels have not yet been printed and the order has not yet been sent electronically to the labs.
REQ	Requested – the labels have been printed and the order has been sent electronically to the labs.
INP	In progress – indicates that the labs have received the sample and have matched this to the electronic order message.
RR	Result Reported – a result has been received electronically by ICE from the labs system.

Showing Outstanding Requests

When an electronic request is sent to the labs it will be stored in the lab system awaiting the arrival of the sample. If the labelled sample is scanned without problems at the labs then the status of the order in ICE will change from **REQ** to **INP** (and ultimately to **RR** when a result is available). Electronic orders will be deleted from the lab system after 5 days if they are not matched to a received sample, however they will remain on the ICE system with status **REQ**.

It is possible that a sample is received and processed by the labs but does not match to the original electronic order in ICE. In this case a result may still be sent to the practice but the electronic order in ICE may remain with status **REQ**. Efforts are made to minimise these occurrences. Orders in ICE which have status **REQ** may also indicate that the labs have not received the sample; however practices are advised to first check docman or their clinical system to see if a result has actually been received before choosing to repeat the test.

Practices may choose to monitor orders in ICE where the status has remained at **REQ**.

Access the **Location Request List** and set the following options:

1. Select **Requested** from the drop down list in the **Status** field.
2. Set an appropriate date range using the **Start Date** and **End Date** fields.

Hospital No.	Patient	Sex	Date of Birth	Date/Time Requested	Sample Collection	Investigations	Consultant	Loc	Status
ICE1	TESTPATIENT.ONE	Male	27 Jan 1925	02 Oct 2014 08:25	02 Oct 2014 08:25	TB - TB culture (AFB & Myco culture) #1	Dr M B	12345	REQ
	TESTPATIENT.ONE	Male	27 Jan 1925	02 Oct 2014 08:25	02 Oct 2014 08:25	MYC - Mycology Dermatology #1	Dr M B	12345	REQ

Use the **Print Summary** button to produce a list. Note this button will only print the orders currently displayed on screen.

Tip: Currently there is a fault with the **Next** and **Previous Page** buttons. Therefore if you find your search runs to more than one page consider reducing the date range you have selected.

Showing Postponed Orders

In the **Status** field choose **Postponed** and set your required date range.

Practices may action the list as required, the list may indicate one the following scenarios:

- If the patient was asked to visit a Phlebotomist, Health Care Assistant or Treatment Room this may indicate they cancelled the appointment or failed to attend.
- If the patient was asked to return a sample they may not have done so yet.
- The user who did collect the sample and print labels did so by creating a new order rather than completing the original postponed order.