

Eastern Pathology Alliance		Title: Ordering Laboratory Consumables	Page 1 of 1
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Ordering Laboratory Consumables

Consumables can be requested on ICE for use by your surgery. This service assists with the efficiency of delivery and provides an audit trail of requests. You will be able to order all of your consumables for the lab on the ICE system without the requirement to print a request form. The order will be received electronically by the stores department in the laboratory within a few minutes of it being sent. On receipt of the electronic order, it will be processed and packed ready for the next transport delivery. Turnaround times are reduced, orders can be tracked and transcription errors are eliminated.

How to Enable this:

To enable this you should create.

1. A patient on your clinical system called 'Practice Name'.
2. Once this has been done, select that patient.
3. Go into ICE and make your request for consumables.

Please set up your patient on your clinical system as

1. Name = Practice Name
2. Dob = date you set the patient up
3. Address = Practice address

Note: You may need to set up multiple patients for the different branch sites (if you have them) as you will have different addresses for your branch sites.

Please ensure you set the patient up as a test patient so it doesn't get picked up in your business reports.

It is important to do this to enable you to identify outstanding requests and audit the amount ordered for your practice.

Select the tab called

- 'General Practice'

Select the page called

- 'Consumables'

Simply choose the items you require from the list available.