**Pathology external user access form for tQuest & Review (for GP Surgeries)**

Q. **How do I get new user(s) added to the Pathology tQuest Electronic ordering system?**
A. Complete this form digitally and email to: Adam.King@stockport.nhs.uk & [Nicholas.Johns@stockport.nhs.uk](file:///C%3A%5CUsers%5CAKing2%5CAppData%5CLocal%5CTemp%5C570dd946-e6ff-4d05-b6bd-d7b89b1c1134%5CNicholas.Johns%40stockport.nhs.uk).

Q. **Can I have guidance on the information that I need to provide?**

A. Guidelines/Notes can be found on Page 2.

This form can be used to add **up to 5 new users** for electronic requesting using tQuest**.** Any additional users must be submitted on another sheet.

**NEW USER INFOMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Name Of Requestor** |  | **Telephone No.** |  |
| **2** | **Name of GP Practice/Surgery** |  |
| **3** | **Practice National Code** |  |
| **4** | **GP Practice IT System** |  |
|  | **New User 1** | **New User 2** | **New User 3** | **New User 4** | **New User 5** |
| **5** | **First name / Surname**  |  |  |  |  |  |
| **6** | **Users Role in Practice** |  |  |  |  |  |
| **7** | **GP Practice login** |  |  |  |  |  |
| **8** | **GMC Number** |  |  |  |  |  |
| **9** | **Inbox required? (Yes/No)** |  |  |  |  |  |

**LAB IT SUPPORT USE ONLY**

**This section is for Laboratory IT Support only.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **New User 1** | **New User 2** | **New User 3** | **New User 4** | **New User 5** |
| **Name** |  |  |  |  |  |
| **LIMS Location** |  |
| **LIMS User Code**  |  |  |  |  |  |
| **Review Code (TQ Code)** |  |  |  |  |  |
| **tQuest Review Domain** | (Review Local Users) |

**GUIDELINES/NOTES**

Laboratory IT requires a Word document as they we need to add additional information after form has been submitted by the requester.

|  |  |  |
| --- | --- | --- |
|  | Description of Section | Notes |
| **1** | Name of the administrator asking for access for the new users on this form and their contact Telephone No. |  |
| **2** | Name of GP practice/surgery |  |
| **3** | Practice National Code. |  |
| **4** | GP practice/surgery local IT system. | * e.g. Optum LV, Optum Web etc.
 |
| **5** | Please enter the full name of user to be added. | * User’s **legal** first name, followed by the Surname.
 |
| **6** | Please enter the user’s Role in the GP practice/surgery | * e.g. GP, Midwife, Practice nurse, HCA etc.
 |
| **7** | Please enter the Logon details for the new user. | * This will be their Optum Username, Evolution logon etc.
* We **do not** require the user`s GP system password.
 |
| **8** | Please enter GMC Number of user to be added. | * Only applicable to registered doctors on the register.
* Can be searched on the General Medical Council register:

*https://www.gmc-uk.org/registration-and-licensing/our-registers* |
| **9** | Please let us know if the results will be coming back in this user`s name (Inbox required)?  | * Generally, this is yes for GP`s, no for HCA`s, and is practice dependent for roles such as locums and midwives.

If the answer is yes to this question, a mailbox will need to be setting up in the GP practice system for this user to receive results based on the local lab code that will be sent in response to receiving this completed form. |