**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 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** | **GMP PDD Code** |  |  |  |  |  |
| **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** |  |  |  |  |  |
| **Telepath Location** |  |
| **Telepath User Code**  |  |  |  |  |  |
| **Review Code (TQ Code)** |  |  |  |  |  |
| **tQuest Review Domain** | (Review Local Users) |

**GUIDELINES/NOTES**

|  |  |  |
| --- | --- | --- |
|  | 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. EMIS LV, Microtest, EMIS 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 EMIS Username, Evolution logon etc
* We do not require the user`s GP system password.
 |
| **8** | Please enter the Organisation Data Service Code (GMP PDD Code) of user to be added | * This will usually only be available if the new user to be added is a GP. Usually begins with a “G”.
* Not applicable if the new user to be added is a Nurse, Midwife, Locum GP etc.
* Can be found in EMIS Web under: Organisation configuration – Active users - Role
 |
| **9** | Inbox required: Please let us know if the results will be coming back in this user`s name?  | * 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. |