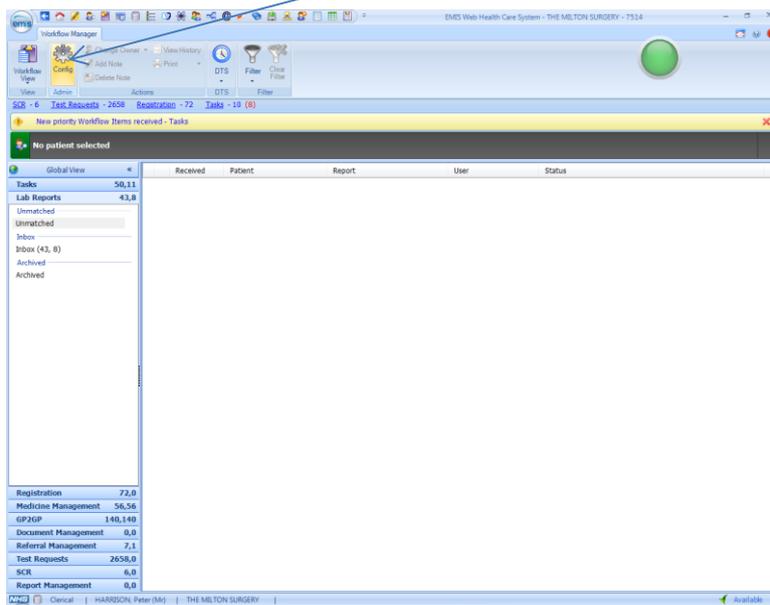


# Setting your DTS to receive Gateshead Screening Services reports

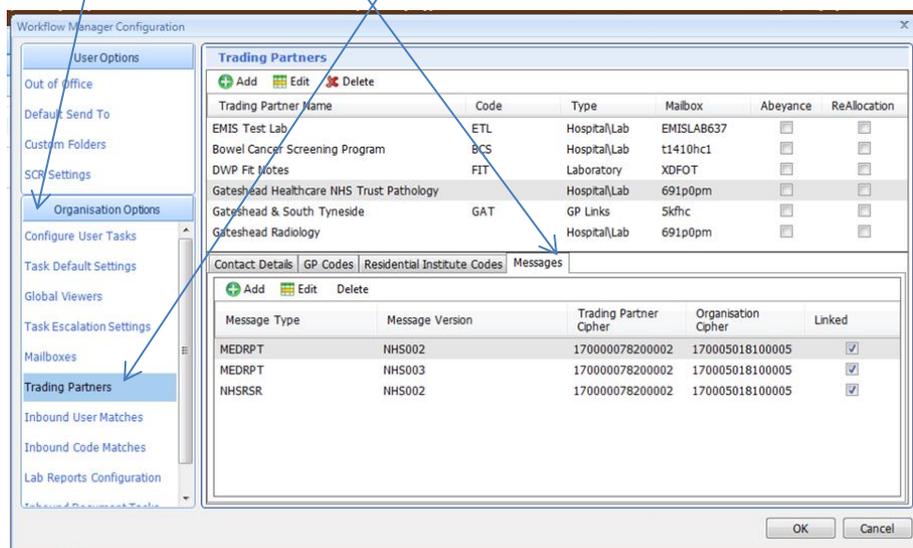
1) First you need to obtain your own practices EDI details by accessing an existing trading partner:

Within workflow manager select the **config button** [Highlighted in yellow]



Under **'Organisation options'** select **'Trading Partners'** and navigate to your existing pathology entry in the top panel.

From this screen select the 'Messages' tab in the bottom pane, which should leave you with a screen looking something like this:



## Setting your DTS to receive Gateshead Screening Services reports

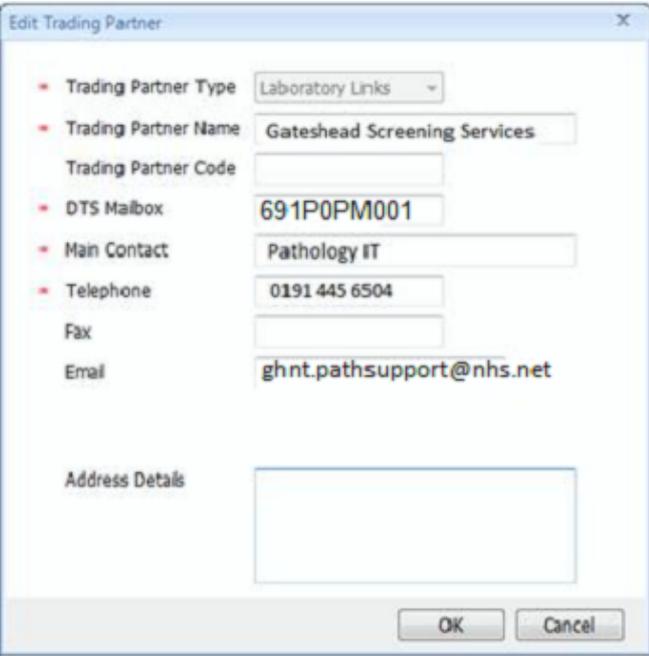
On this screen the items are as follows:

- Message Type – This should be **MEDRPT**
- Message Version – For Pathology this should be **NHS003**
- Trading Partner Cypher – Existing LAB cipher for the practice (**Not to be used in the new set up**)
- Organisation Cipher – Your surgery code currently used by the lab for sending path reports (**make a note of this number as you will require this in later in this process 2**)

You now need to set up the 'new' trading partner Cypher.

### 2) Adding the New Trading Partner Cypher

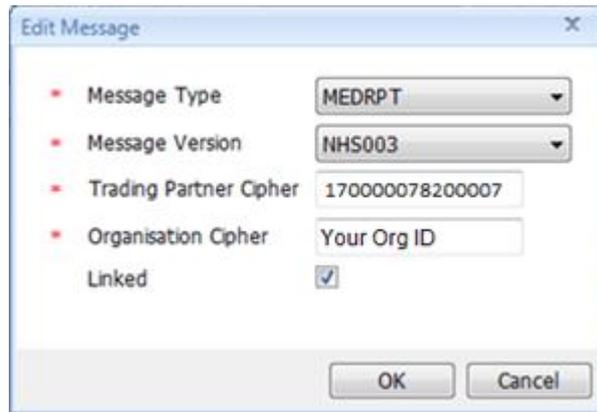
Select 'ADD' button from the top frame. The Details shown below should match exactly. **Pay particular attention to the DTS mailbox which is 691P0PM001 (the 0 is a zero)**. Upon completion click 'OK'.



Trading Partner Type	Laboratory Links
Trading Partner Name	Gateshead Screening Services
Trading Partner Code	
DTS Mailbox	691P0PM001
Main Contact	Pathology IT
Telephone	0191 445 6504
Fax	
Email	ghnt.pathsupport@nhs.net
Address Details	

Click on the newly created Trading Partner and select the 'Messages' tab. If available click 'Add' in the lower panel else click 'edit' in the upper panel then on the left hand side under 'trading partners' click the 'Messages' tab then 'Add'. You can then add the required message type as shown below:

## Setting your DTS to receive Gateshead Screening Services reports



The screenshot shows a dialog box titled "Edit Message" with a close button (X) in the top right corner. It contains the following fields and controls:

- Message Type:** A dropdown menu with "MEDRPT" selected.
- Message Version:** A dropdown menu with "NHS003" selected.
- Trading Partner Cipher:** A text input field containing "170000078200007".
- Organisation Cipher:** A text input field containing "Your Org ID".
- Linked:** A checkbox that is checked.

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Enter the details as shown in the box above. The Organisation Cipher is your own practices EDI number 15 digits long which you identified in part 1) above from an existing trading partner.