

## Gateshead Health NHS Foundation Trust - FIT Order Temporary Printing Guide for Primary Care

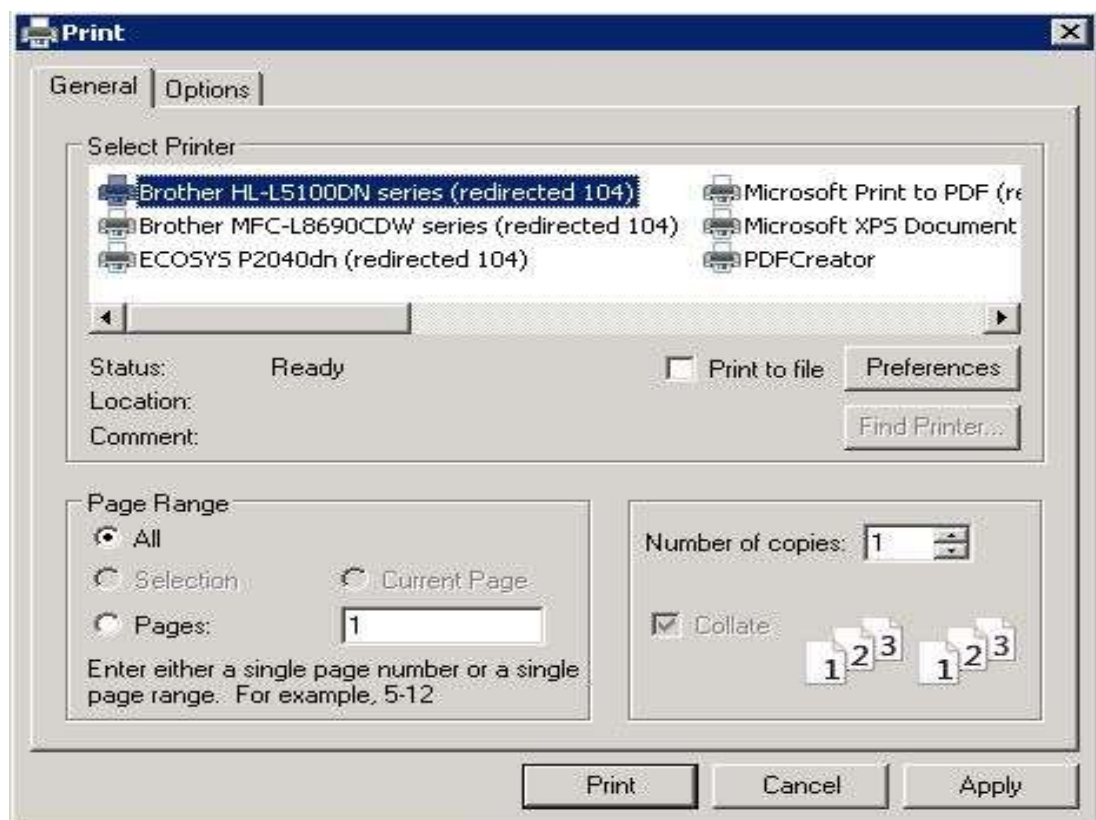
As you are aware, Gateshead Health NHS Foundation Trust will commence delivery of the new symptomatic FIT service for NHS Shropshire Telford & Wrekin from Monday 3<sup>rd</sup> April 2023.

We are utilising your existing TQuest stationery to print the FIT ICE orders and we are currently working with NHS Midlands & Lancashire CSU to provide the functionality to output the FIT ICE orders directly to your existing A4 printers, in the same way as you do with TQuest. Unfortunately, this will not be in place at go live and we have put in place a temporary solution to enable you to print your orders.

Once you have raised your order within ICE and have selected 'Accept Request' you will be presented with a print dialogue box. In order to print the FIT request onto the stationery there are two options that can be adopted from this point:

### Option 1

1. Place a blank blood form in the default (plain paper) tray of your printer
2. Select the correct printer from the list presented within the dialogue box then click on 'Print'



### Option 2

1. Select the correct printer from the list presented as previously
2. Select the 'preferences' option

3. A second dialogue box will be displayed detailing the configuration of the printer, on this window there should be an option allowing you to select the paper source.



4. From the drop down box you need to change this to match the paper tray where you currently have the blood form stationery situated, then select 'OK'.
5. Select 'Print' on the printer dialogue and the FIT order should print from the correct tray.